



FI\$Cal

Financial Information System for California

Purchasing Wave 1 Business Process Workshop (BPW)

for Wave 2 Departments

September 30, 2014

Agenda

- FI\$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI\$Cal Solution Overview
- Business Process Area—what is included, not included, in future waves
- Requisition
 - Business Process Overview, Key Terms
 - Process Flows, Screenshots
 - End-User Roles
- Purchase Order
 - Business Process Overview, Key Terms
 - Process Flows, Screenshots
 - End-User Roles

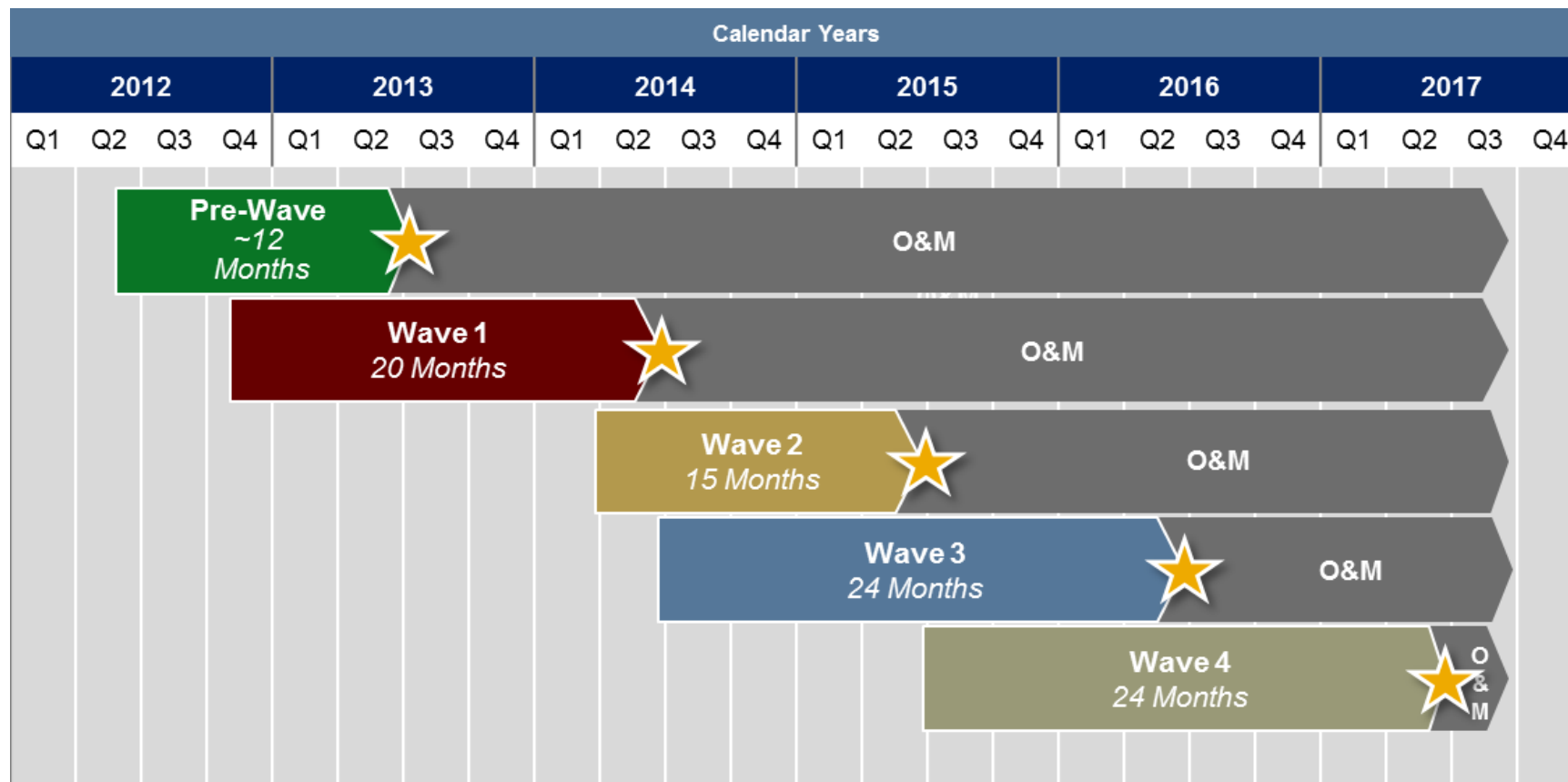
Agenda

- P-card Transaction
 - Business Process Overview, Key Terms
 - Process Flows, Screenshots
 - End-User Roles
- Receiving
 - Business Process Overview, Key Terms
 - Process Flows, Screenshots
 - End-User Roles
- Technology Considerations
- Change Impact Activity
- Business Process Workshop Next Steps

FI\$Cal Project Overview

- The Financial Information System for California (FI\$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.
- California's Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
 - Department of Finance (DOF)
 - Department of General Services (DGS)
 - State Controller's Office (SCO)
 - State Treasurer's Office (STO)

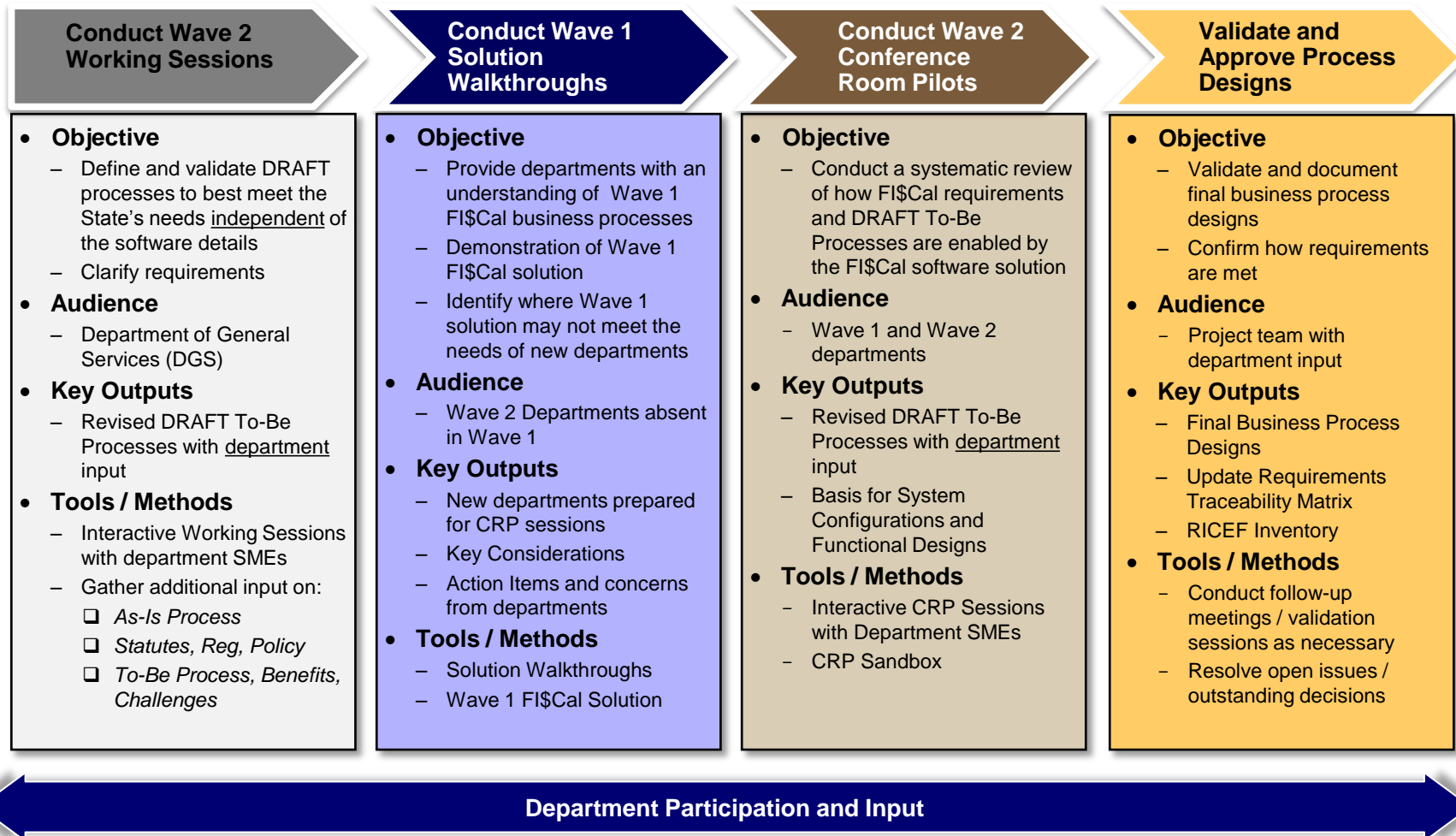
FI\$Cal Wave Timeline



BPW Objectives

- The Business Process Workshops will provide:
 - An overview of the business process, including key terms and functionality being implemented
 - A list of changes with the “To-Be” business process
 - An opportunity to discuss and begin identifying department-specific changes and impacts
 - An explanation of Wave 1 end-user roles to be used by Wave 2 departments
 - A template to capture department-specific changes and impacts
 - An opportunity to begin thinking about updates to internal department processes

FI\$Cal Design Approach



Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require

What Comes Next?

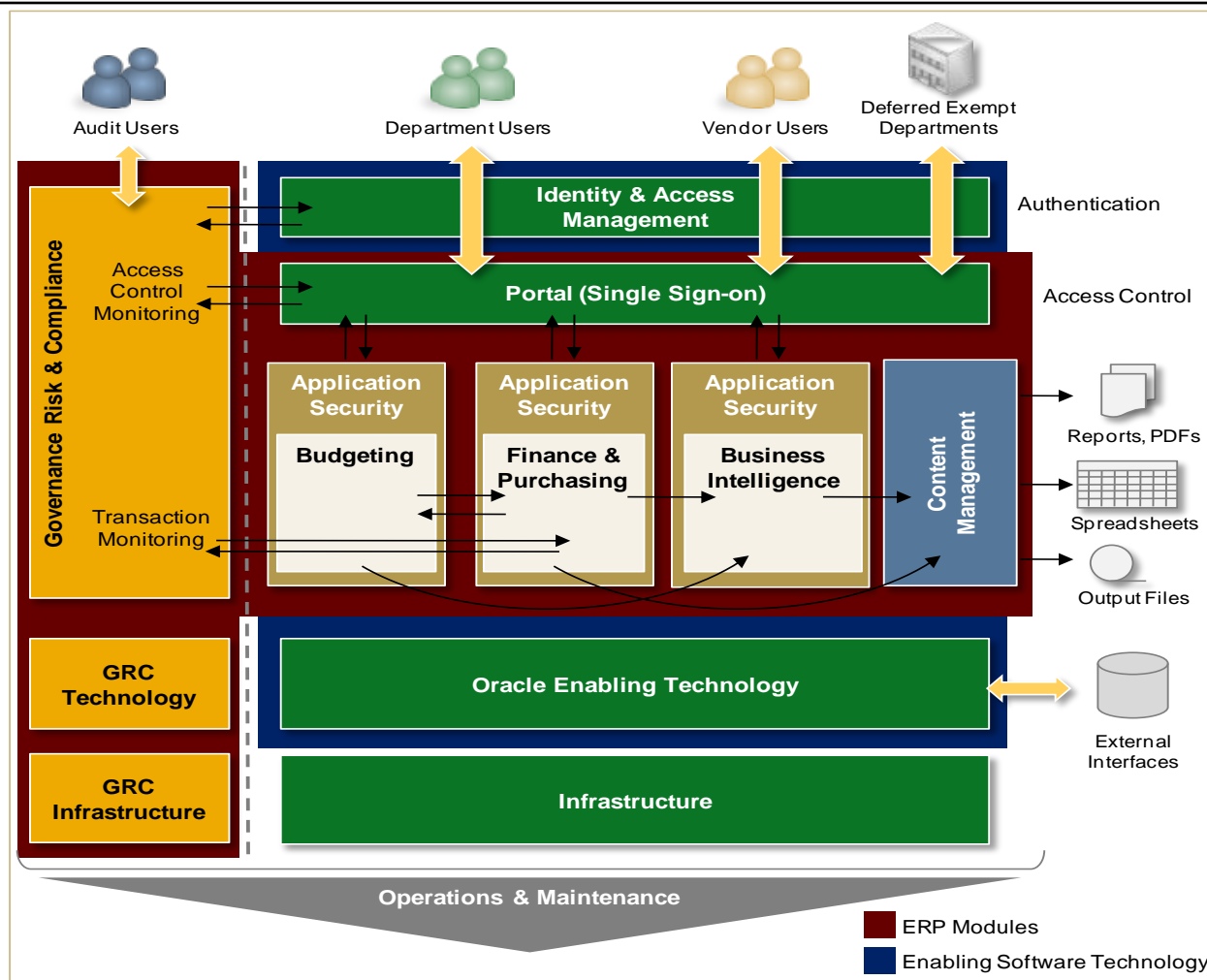
- **Role Mapping Working Session** – Working Session to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles for Wave 2.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles



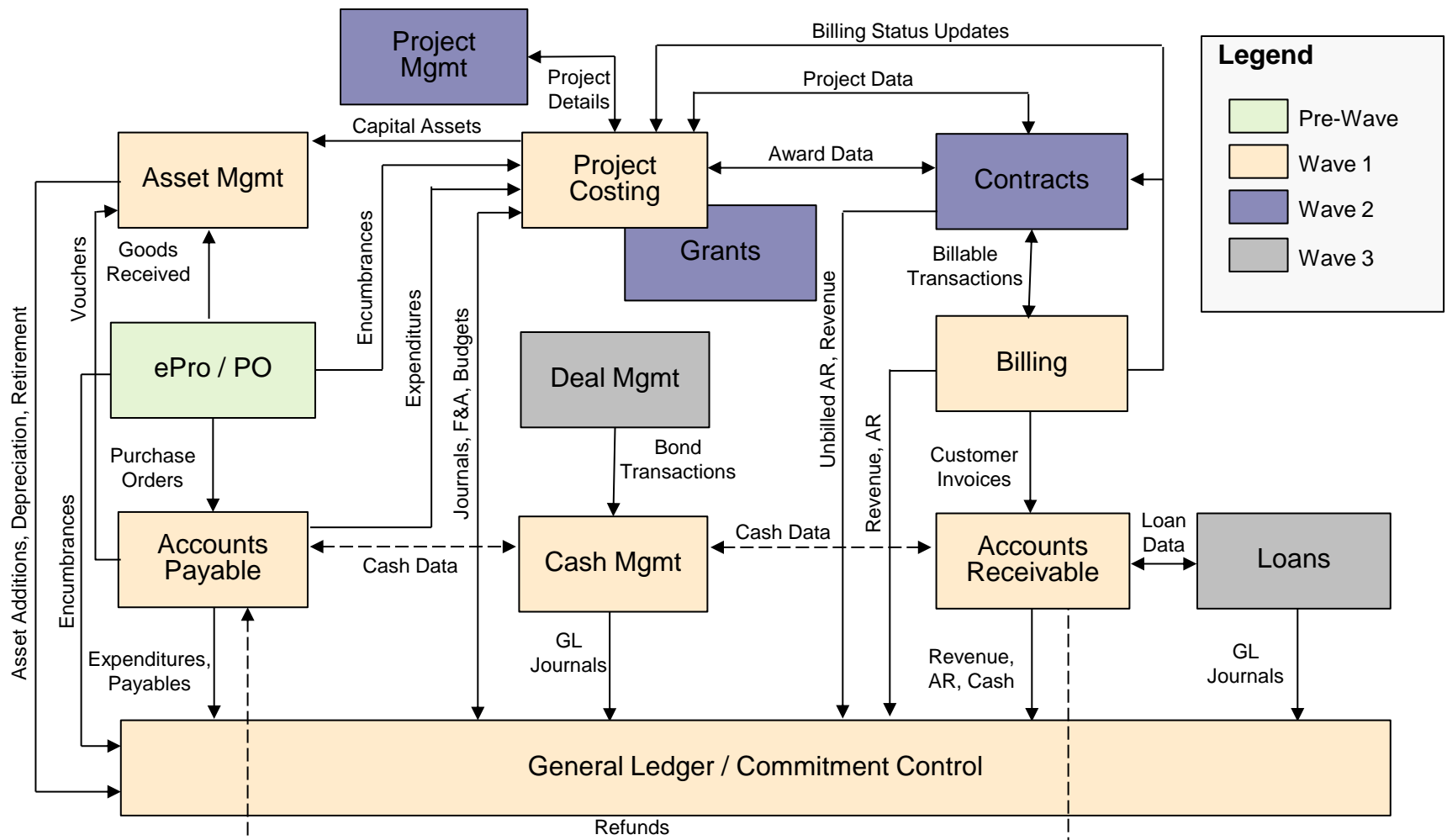
What You Should Take Away

- Process overview level understanding of the Wave 1 FI\$Cal business processes that will be applicable to Wave 2 departments. For this session, the business processes are:
 - ☐ ePro 3 Create and Approve Requisitions
 - ☐ PO 2 Manage Purchase Orders
 - ☐ PO 3 Process P-Card Transactions
 - ☐ PO 4 Receive and Inspect Goods and Services
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI\$Cal end-user roles for participation in the Wave 2 Role Mapping Working Session

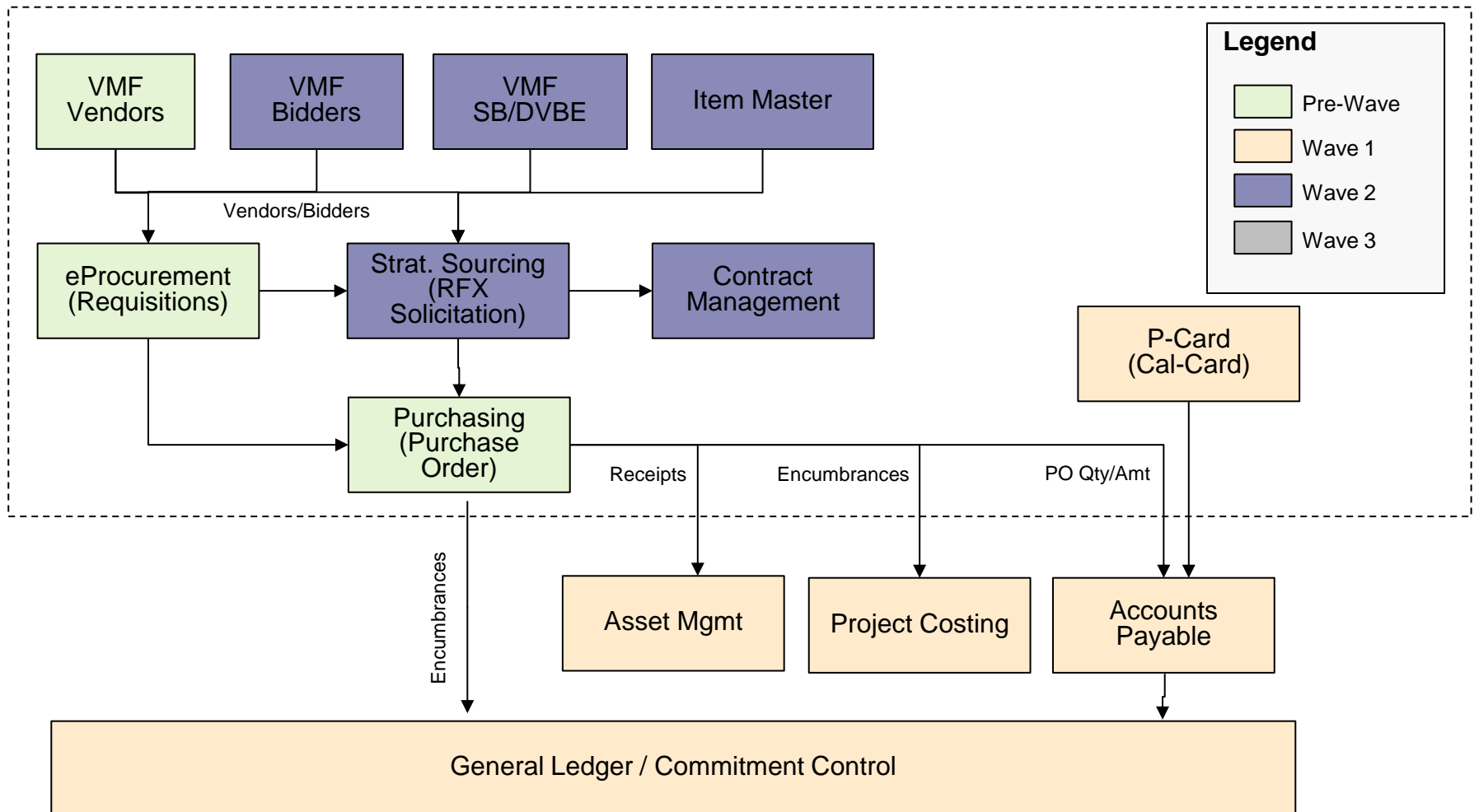
FI\$Cal Solution Overview



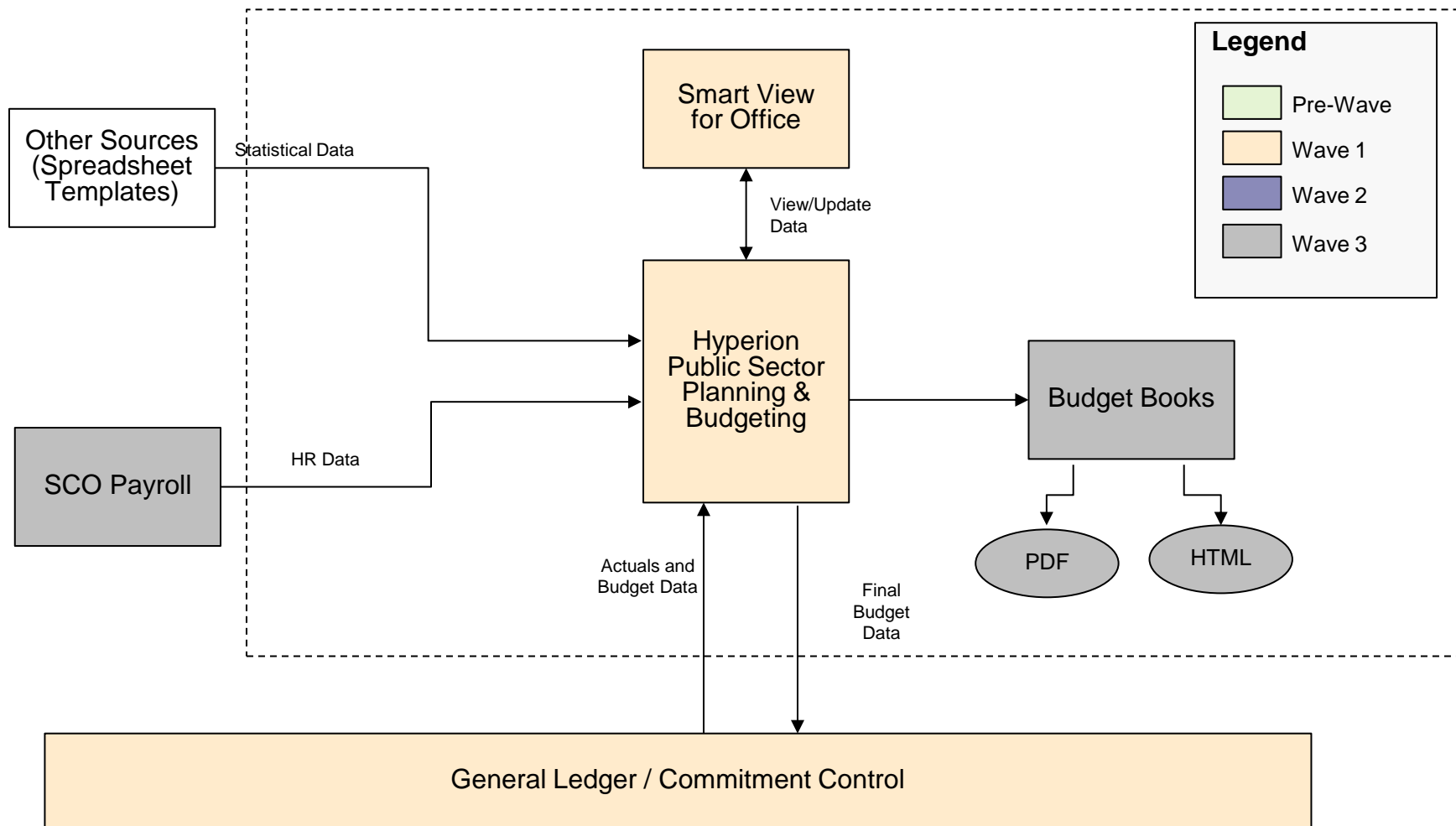
FI\$Cal Accounting Solution



FI\$Cal Procurement Solution



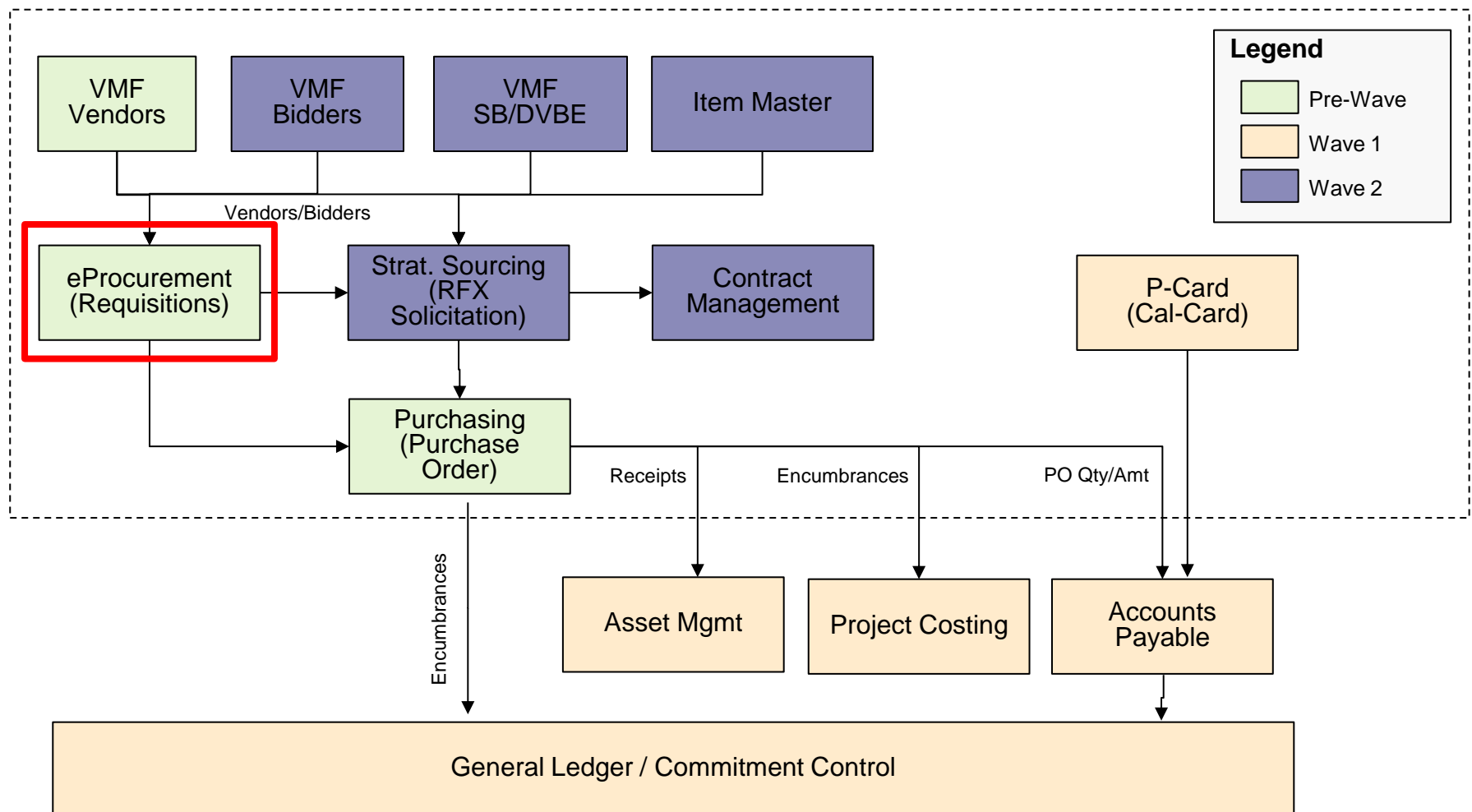
FI\$Cal Budgeting Solution



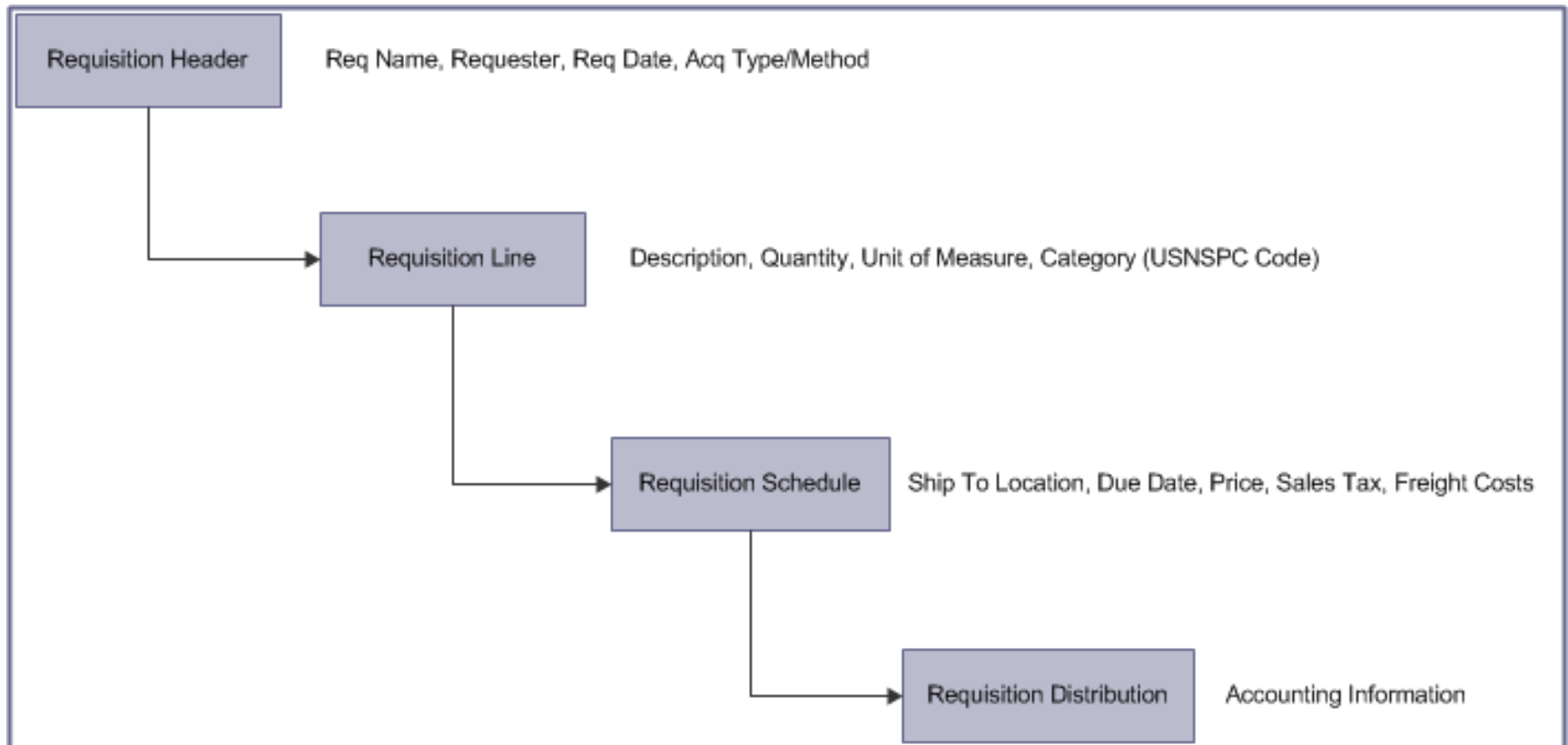
Requisition Overview

- The **Create and Approve Requisition** process covers all activities related to a requisition starting with creation, approval, and budget check, and ending with creation of a Purchase Order (PO)
- This includes the following sub-processes:
 - **Create, Approve, and Maintain Requisition including Requisition Change Orders**

FI\$Cal Procurement Solution



Requisition Data Hierarchy



What is included in Requisitions for Wave 1

- Requisitions are created in FI\$Cal
- New Chart of Accounts (COA) are deployed
- Funding information is validated and fund availability is tracked in FI\$Cal
- Users have the ability to assign an item as an asset when creating a requisition
- Acquisition Type and Method is captured in requisitions
- State Agency Buy Recycled Campaign (SABRC) and Environmentally Preferable Purchasing (EPP) compliance information are entered in FI\$Cal

What is included in Requisitions for Wave 2

- Additional Features in Requisitions for Wave 2; These features will be discussed in the Wave 2 BPW
- Delegated Purchase Authority thresholds enforced in system
 - Automated PAA processing and workflow approval for departments and DGS
 - Auto flow of Acquisition Type and Method other key fields throughout the transaction cycle (from Requisition to Solicitation to Contract, and/or PO)
 - Electronic form for attaching and tracking of Waivers, Justifications, and other procurement/contracting documents
 - CALPIA catalog available in FI\$Cal, with system alerts for CALPIA products
 - Enhanced EPP/SABRC tracking and reporting

Requisition Key Terms

Term	Definition
Header	General information pertaining to the entire requisition. This includes data such as Business Unit, Requester, and Currency Code. Informational fields include requisition status and whether the requisition has been approved and budget checked.
Lines	Item description, Unit of Measure (UOM), Category, and Quantity for each item on the requisition
Schedule	Due date, Ship-to address, and Unit Price are stored on the requisition for each item line
Distribution	Accounting information (the General Ledger ChartField string) is entered. The ChartField string includes Account, Fund, Department ID, Class, Program, and Project.

Requisition Key Terms

Term	Definition
Business Unit	An organizational entity that has a balanced set of books and by which General Ledger (GL) reports and processing can be segregated. In FI\$Cal, a GL Business Unit will be defined for each Organization Code ("Org") that receives appropriations.
ChartField	An accounting classification segment (for example, Fund or Program)
Budget Check/ Pre-encumbrance/ Commitment Control	The process of budgetary accounting which enables the tracking or controlling of expenses against budgets, and revenues against estimates
Reporting Structure	An agency defined ChartField that identifies the organizational entity associated with a transaction. Similar in purpose to the UCM Organization Code at Level 2 and below

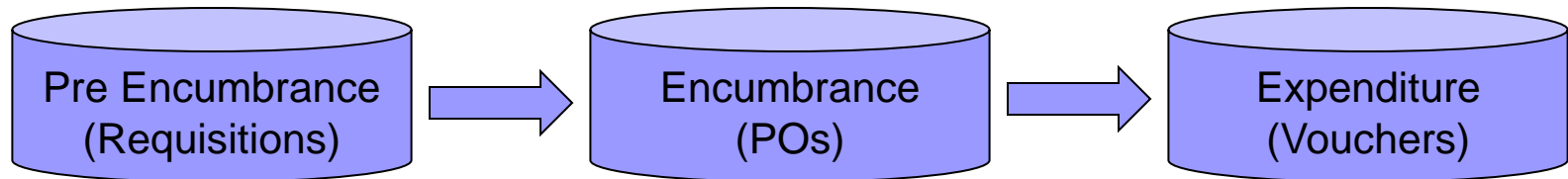
Requisition Key Terms

Term	Definition
Acquisition Type	State purchasing activities divided into categories: Non-IT Goods, Non-IT Services, and IT Goods and Services, Encumbrance Only
Acquisition Method	Method of procurement including, but not limited to: <ul style="list-style-type: none"> ▪ Competitive ▪ Non-competitive bids (NCB) ▪ SB/DVBE Option ▪ Leveraged Procurement Agreements (LPA) ▪ Emergency
United Nations Standard Products and Services Code (UNSPSC)	Code used to classify goods and/or services in FI\$Cal. Should be entered during the reconciliation process

Requisition Key Terms

Term	Definition
Ad Hoc Approver	Approvers or reviewers that are added to the standard approval process. Inserted Ad Hoc approvers apply only to the current requisition or PO being approved.

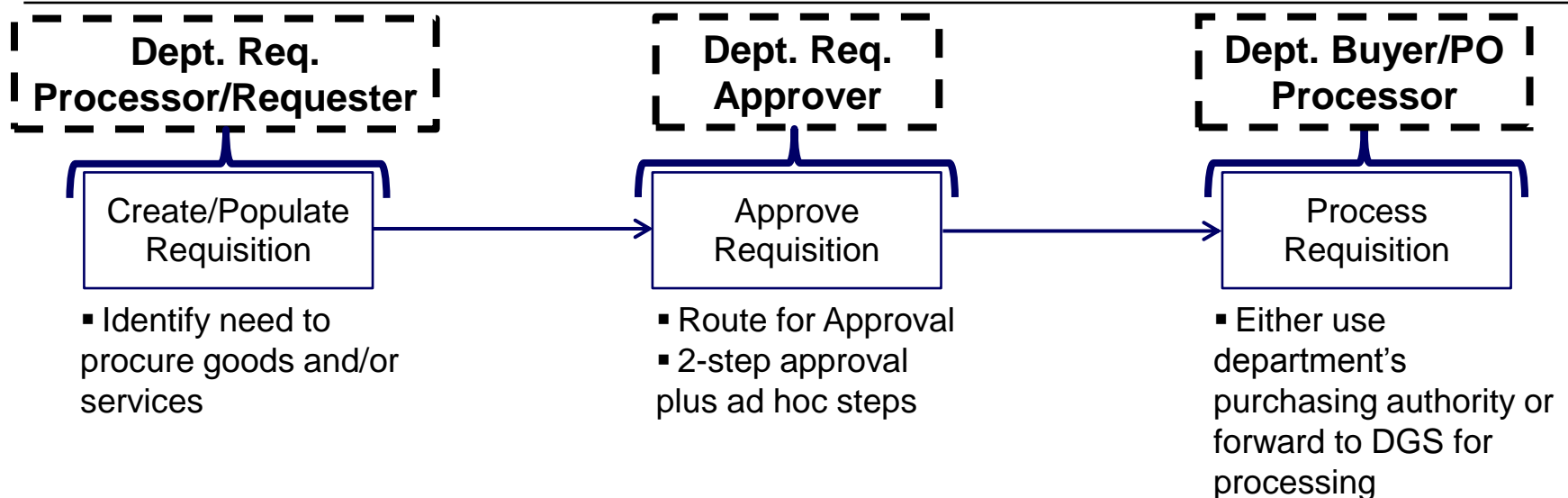
Pre Encumbrance/Encumbrance



Budget:	\$1,000,000
Expenses	400,000
Encumbrance	500,000
Pre Encumbrance	50,000*
Available Budget:	\$ 100,000

* Note: Pre Encumbrance does not reduce available budget

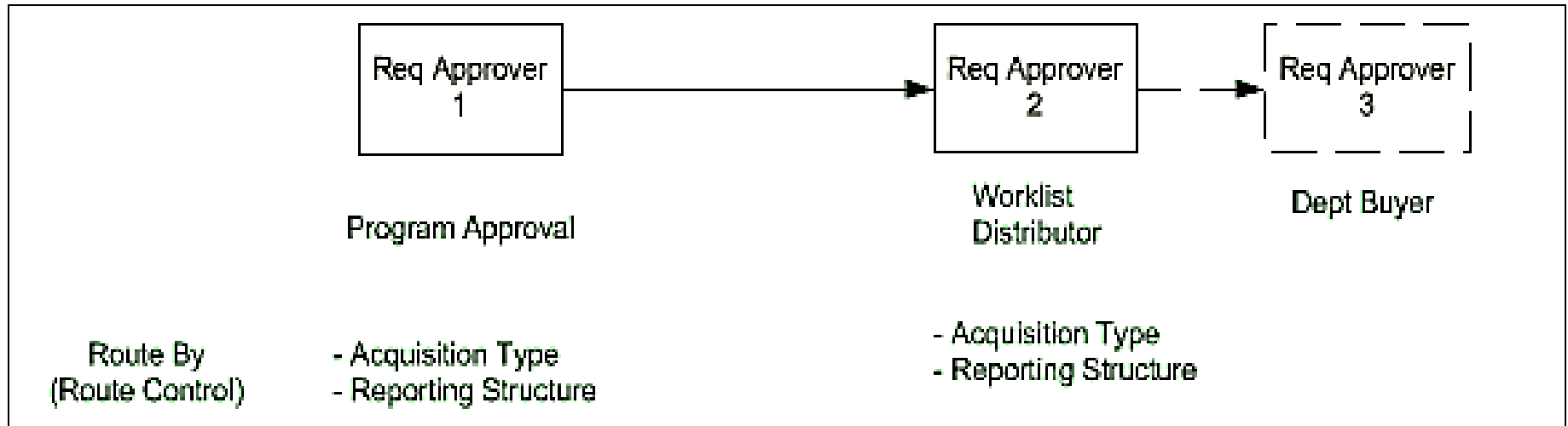
Create and Approve Requisition



Key Impacts

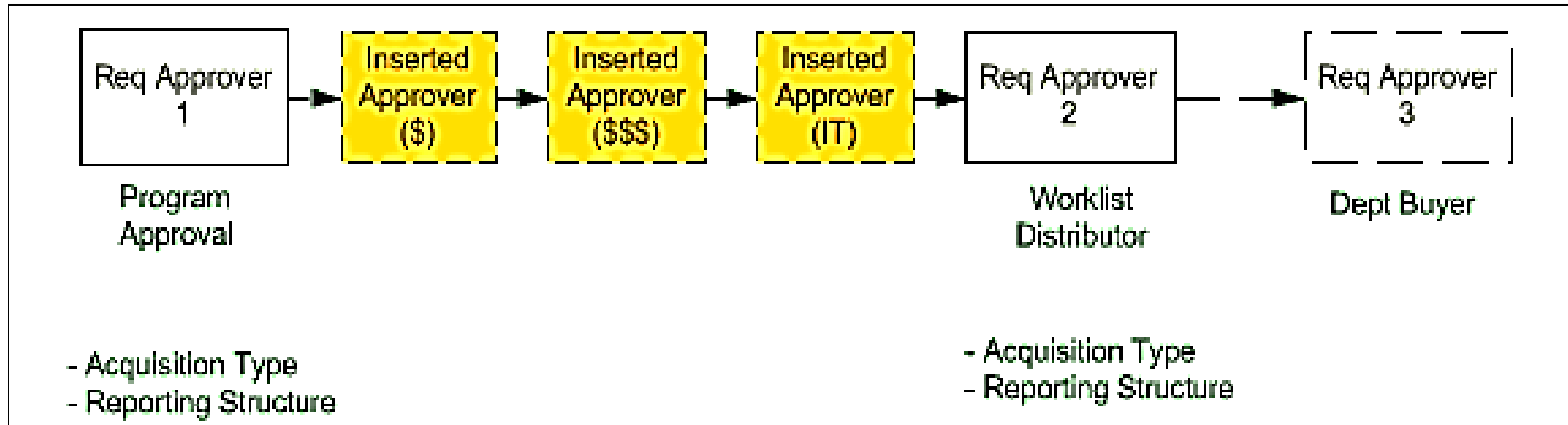
- Acquisition type and reporting structure will be used to determine workflow routing
- Requisitions may include ad hoc departmental approvers as well as external (DGS) approvers

Workflow – Requisition



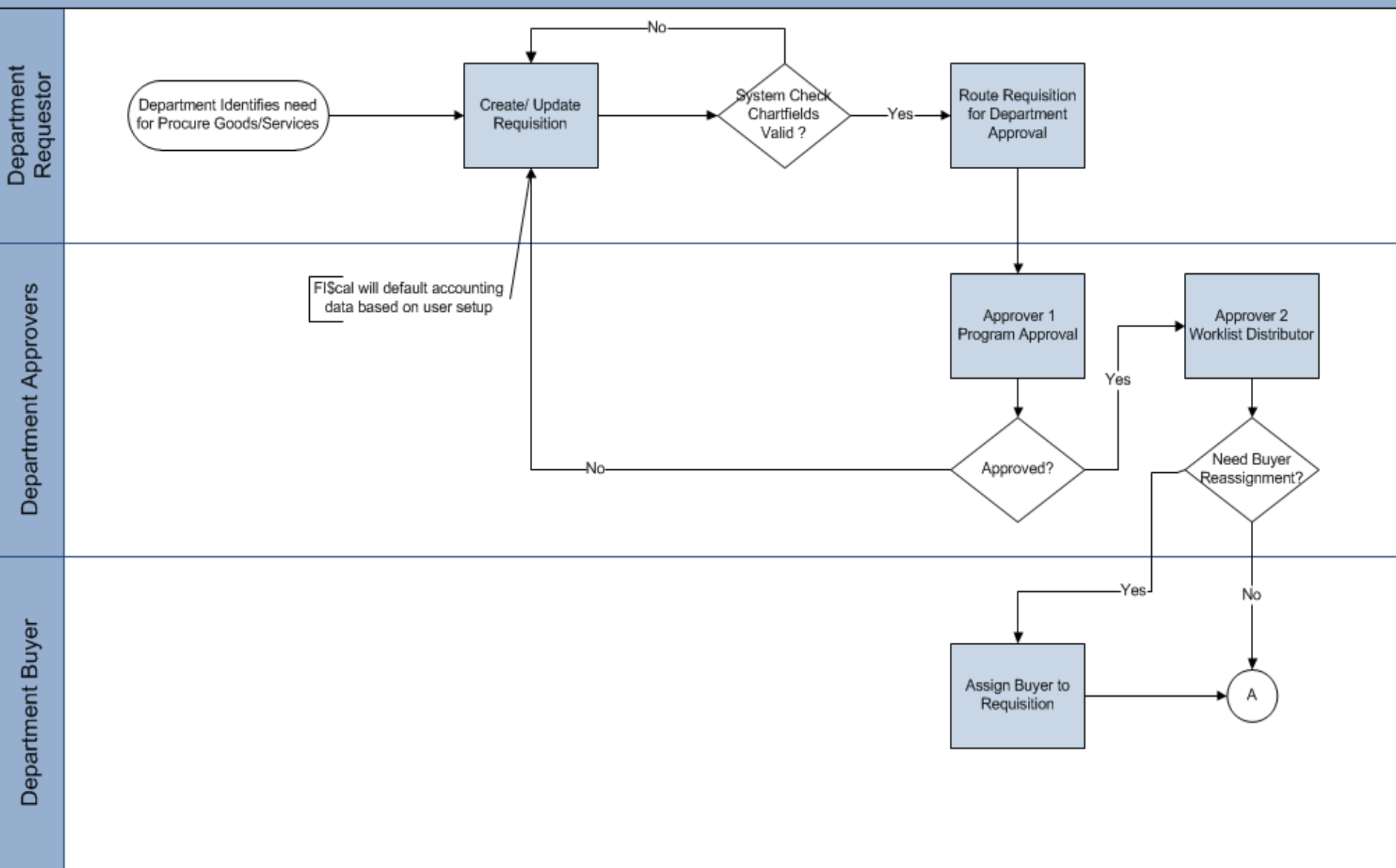
- Additional approvals (dollar thresholds, commodity approvals, etc.) can be handled by inserting ad hoc approvers or reviewers
- Routing an approval to the Department Buyer is a manual step performed by the worklist distributor
 - Departments have the option to route directly to the buyer as well by assigning the Department Buyers the distributor role

Ad Hoc Workflow – Requisition

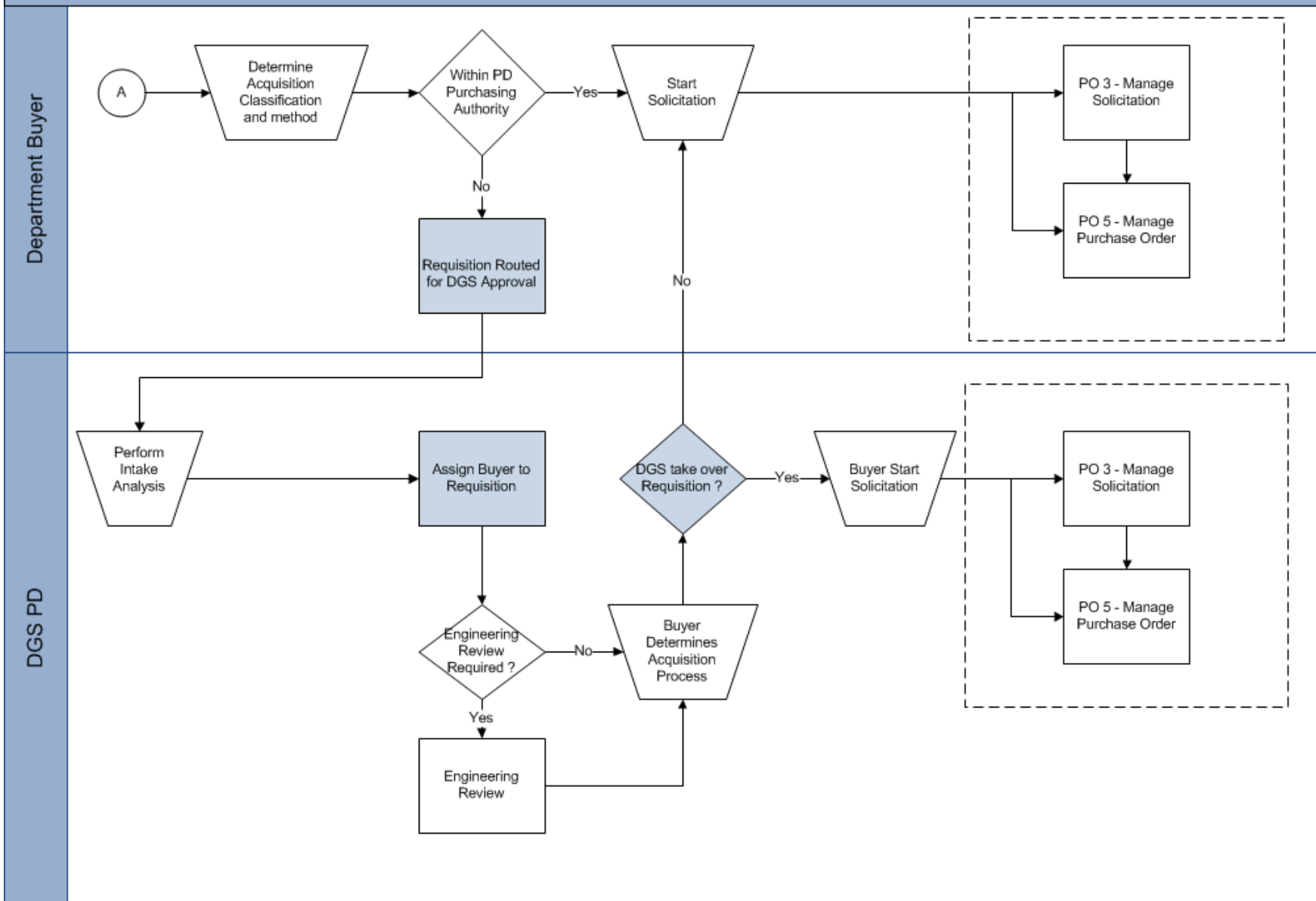


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Create and Approve Requisition To-Be Process (Page 1)



Create and Approve Requisition To-Be Process (Page 2)



Wave 1 Illustration - Requisition

- Create Requisition
 - ☐ Special Request
 - ☐ Favorites
 - ☐ Copy from Existing Requisition
- Requisition Budget Check
- Requisition Approvals
- Manage Requisitions
 - ☐ Search for Requisitions
 - ☐ Cancel, Check Budget, Copy, Edit, Requisition Lifecycle, View Approvals, View Printable Version

Wave 1 Illustration – Requisition Approval Process Map

Business Unit:	3980	
Requisition ID:	0000000224	
Requisition Name:	0000000224	
Requester:	Department PO Requester	
Entered on:	03/25/2014	
Status:	Pending	Total Amount: 374,987.50 USD
Priority:	Medium	
Budget Status:	Not Checked	
Requester's Justification: <i>No justification entered by requester.</i>		
View printable version		

Line Information ?


Review/Edit Approvers

Stage 1


Requisition 0000000224:Pending [View/Hide Comments](#)

Path 1


Skipped

 [Department PO Requester](#)
Requisition Approver 1
03/26/14 - 4:27 PM

Not Routed

 [Multiple Approvers](#)
Requisition Approver 2

Pending

 [Multiple Approvers](#)
Requisition Approver 1

Comment History

[Return to Manage Requisitions](#)
[Approval History](#)

Wave 1 Illustration – Manage Requisitions

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:

Requisition ID:

Date From:

Requester:

Requisition Name:

Request Status:

All but Complete ▼

Budget Status:

Date To:

Entered By:

PO ID:

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▶

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Acq Type	Acq Sub-Type
▶ 0000000229	0000000229	3980	04/03/2014	Pending	Error	NON-IT	
▶ 0000000228	0000000228	3980	04/03/2014	Pending	Valid	IT Goods	
▶ 0000000227	0000000227	3980	03/28/2014	Pending	Valid	IT Goods	
▶ 0000000226	New Office Supplies Mar...	3980	03/25/2014	Canceled	Not Chk'd	NON-IT Goods	
▶ 0000000225	1000 laptops for DGS	3980	03/25/2014	Pending	Valid	IT Goods	
▶ 0000000224	0000000224	3980	03/25/2014	Pending	Not Chk'd	IT Goods	

Wave 1 Illustration – Requisition Lifecycle

Requisitions ?

View the lifespan and line items for a requisition, click the Expand triangle icon:


Edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Acq Type	Acq Sub-Type	Acq Method	Acq Sub-Method	Total		
0000000234	0000000234	3980	04/08/2014	PO(s) Created	Valid					1,320.00 USD	<Select Action>	Go
0000000230	0000000230	3980	04/07/2014	PO(s) Created	Valid					10.00 USD	<Select Action>	Go
0000000209	Extended Testing Staged...	3980	03/20/2014	PO(s) Created	Not Chk'd					16,900.00 USD	<Select Action>	Go
0000000208	Extended Testing Staged...	3980	03/20/2014	PO(s) Created	Valid					16,650.00 USD	<Select Action>	Go
0000000200	Non-IT Goods 28 02.ePro...	3980	03/20/2014	PO(s) Created	Valid					600.00 USD	<Select Action>	Go
0000000199	Non-IT Goods 28 02.ePro...	3980	03/20/2014	PO(s) Created	Valid					300.00 USD	<Select Action>	Go

Requester: Department PO Requester Entered By: Department Requisition Process Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Request Lifespan:



Requisition Department Roles

FI\$Cal End-User Role	Description
Department Requester	The department end user who orders the goods and/or services. The user assigned to this role may or may not be the one who enters the requisition into the system.
Department Requisition Processor	The department end user who can enter and update requisitions. The end user assigned to this role may or may not be the requester of the requisition.
Department Requisition Approver 1	The department end user who is responsible for approving department requisitions. This approval step is intended as a first-level review/ approval by a program approver.

Requisition Department Roles

FI\$Cal End-User Role	Description
Department Requisition Approver 2	The department end user who performs a second-level review/approval for a user who will distribute/assign requisitions to department buyers (worklist distributor). For smaller departments that do not have distributors, these users are also assigned the buyer roles.
Department Buyer	The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch
Department Advanced Buyer	The department end user who receives all capabilities of the Department Buyer. This user gets the additional functionality of reserving PO numbers, reopening closed requisitions and purchase orders, and additional views and inquiries of the system.

Requisition Department Roles

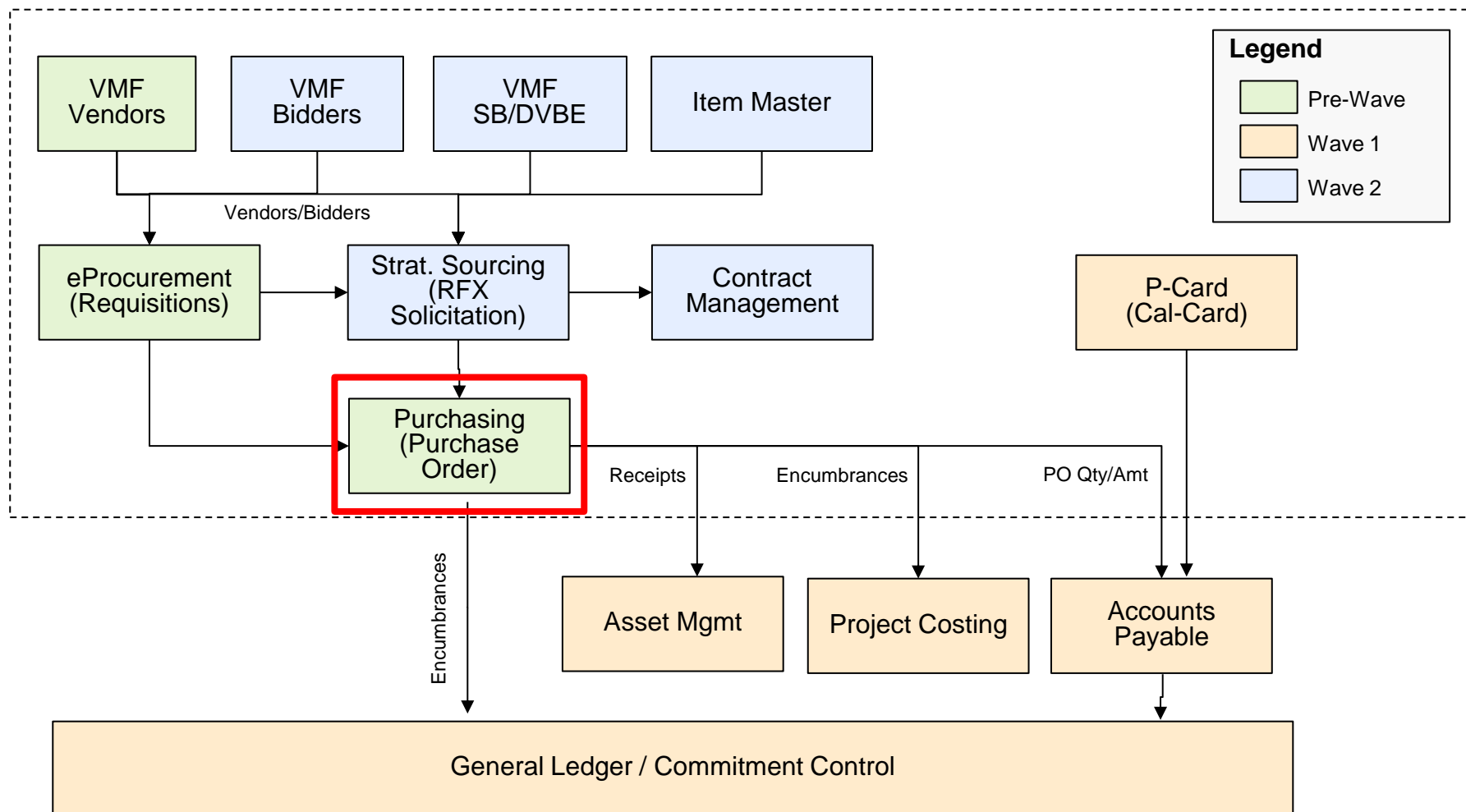
FI\$Cal End-User Role	Description
Requisition Ad Hoc Approver	The department or central end user who can be added as part of the requisition workflow for approving department requisitions

Purchase Order Overview

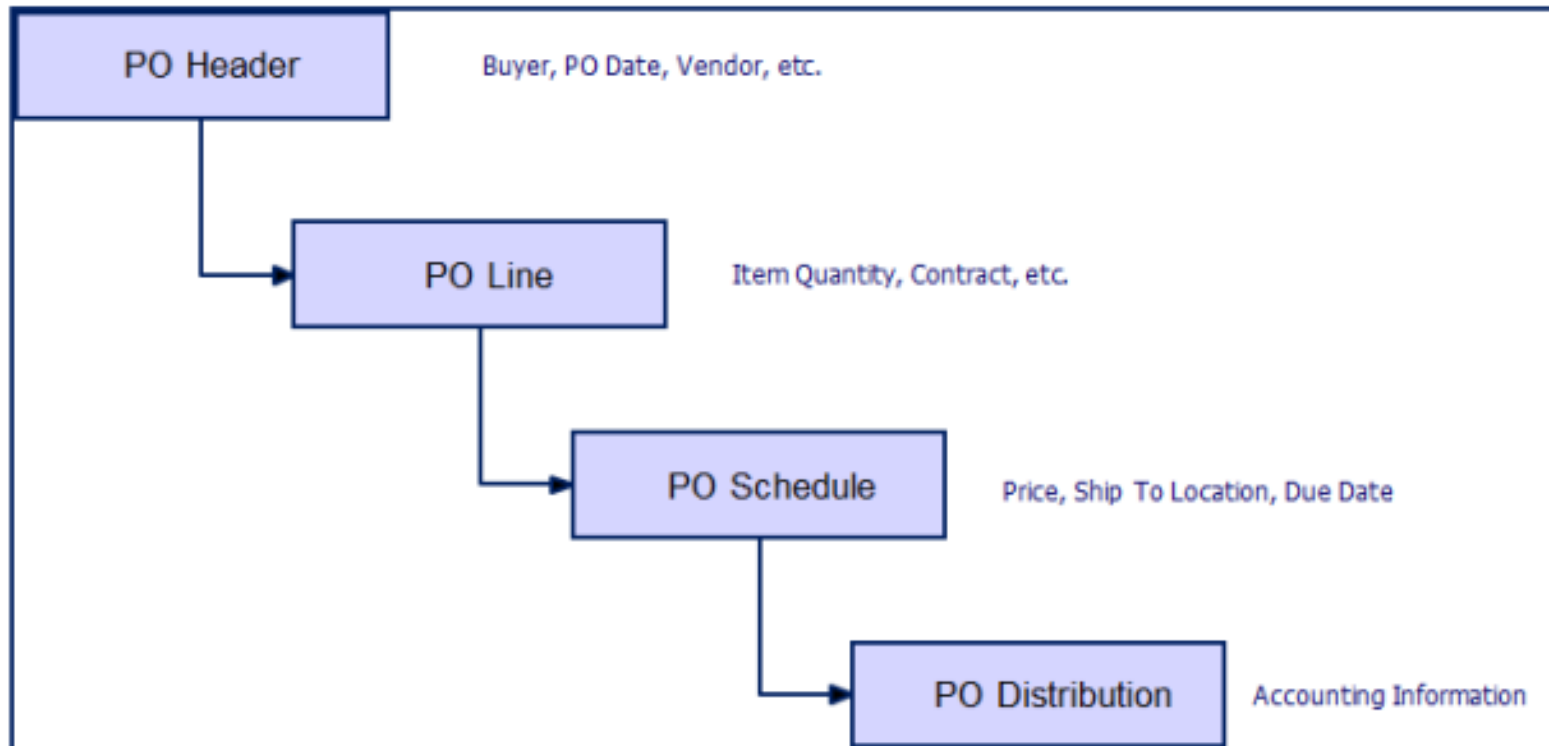
- The **Manage Purchase Order** process is used to create purchase orders (POs) and change orders (amendments) for existing POs. This includes activities necessary to create POs, approve POs, budget check (encumbrance), and dispatch POs to support State/Department procurement activity

- This includes the following sub-processes:
 - **Create Purchase Orders**
 - **Approve Purchase Orders**
 - **Run Budget Check**
 - **Dispatch Purchase Orders**

FI\$Cal Procurement Solution



Purchase Order Hierarchy



What is included in POs for Wave 1

- POs will be created, encumbered, approved, and dispatched in FI\$Cal
- New Chart of Accounts will be deployed.
- Budget Check (encumbrance) including chartfield validation and checking of funds availability will be performed
- Users will have the ability to designate an item as an asset on the PO
- Email and print dispatch methods for POs will be configured
- The following information will be captured in POs:
 - SABRC Recycle and EPP categories
 - SB/DVBE participation for prime and subcontractors
 - Acquisition Type and Method

What is included in POs for Wave 1

- State Contract and Procurement Registration System (SCPRS) data entry will be handled through an upload from FI\$Cal to BidSync
- DGS Billing Code is entered on the PO and sent as part of the SCPRS upload

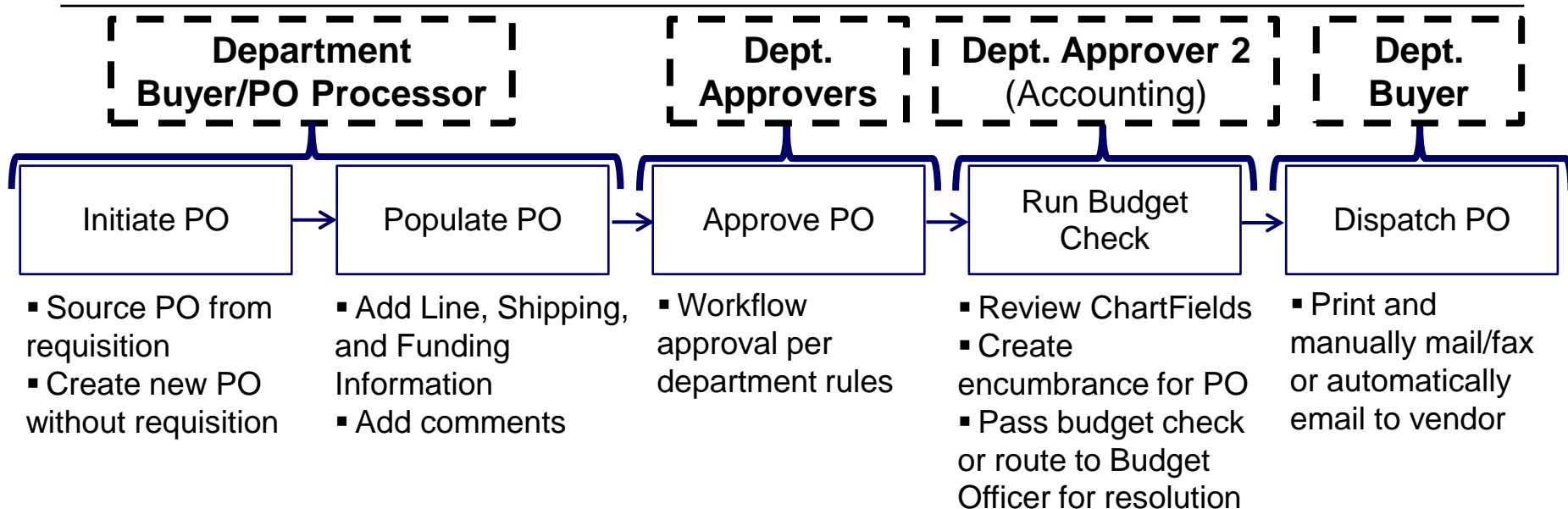
What is included in POs for Wave 2

- Additional PO Functionality to be Implemented in Wave 2; These features will be discussed in the Wave 2 BPW
 - Direct PO Fax Dispatch
 - SB/DVBE information on the PO will be auto-populated from the certification module in FI\$Cal
 - Contract information linked to the PO in FI\$Cal
 - Auto flow of key fields such as Acquisition Type and Method to the PO
 - Enhanced SABRC/EPP Tracking and Reporting
 - SCPRS data resides in FI\$Cal; FI\$Cal departments do not have to record purchase order and contract information

Purchase Order Key Terms

Term	Definition
Header	General information pertaining to the entire order. This includes the PO Date, Vendor, Buyer, PO Type, and PO Reference. The Buyer can also place the order on hold and initiate the approval and budget checking functions. Informational fields include order status and whether the order has been budget checked and dispatched.
Lines	Item description, Unit of Measure (UOM), Category, and Quantity for each item you are ordering
Schedule	Due Date, Ship-To Address, and Unit Price are stored on the Purchase Order (PO) for each item line
Distribution	Accounting information (the GL ChartField string) is entered. The ChartField string includes Account, Fund, Reporting Structure, Program, Appropriation Reference, and Year of Enactment.

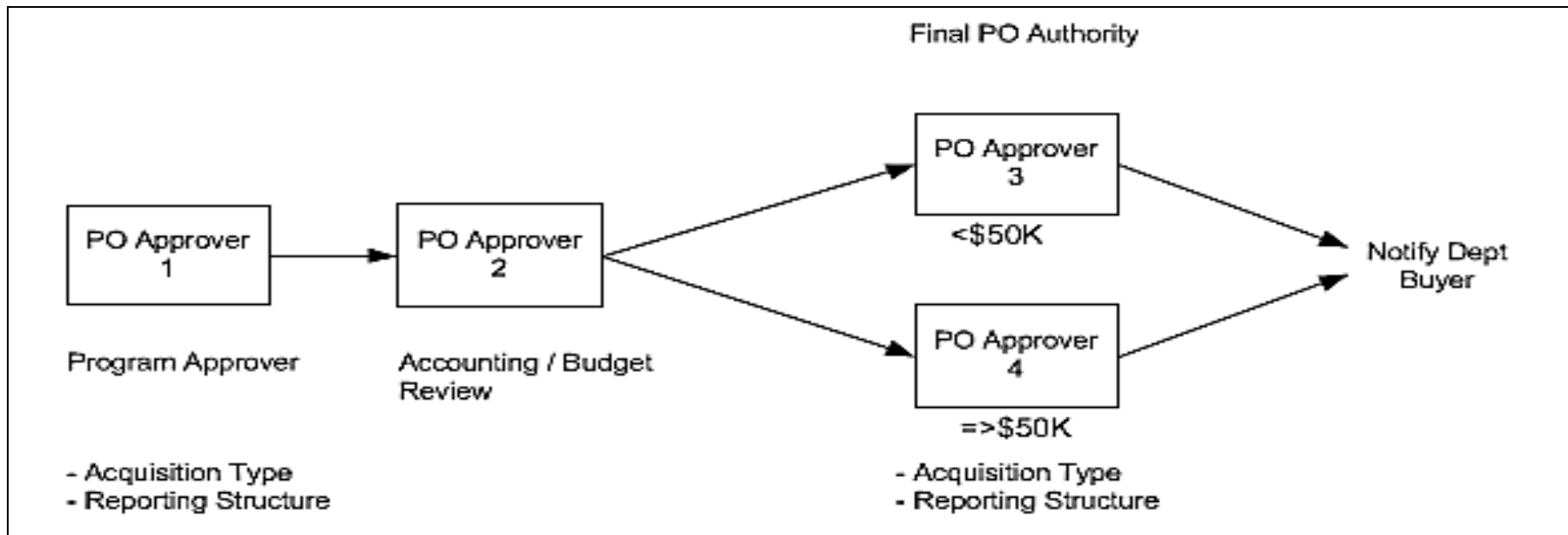
Manage Purchase Order



Key Impacts

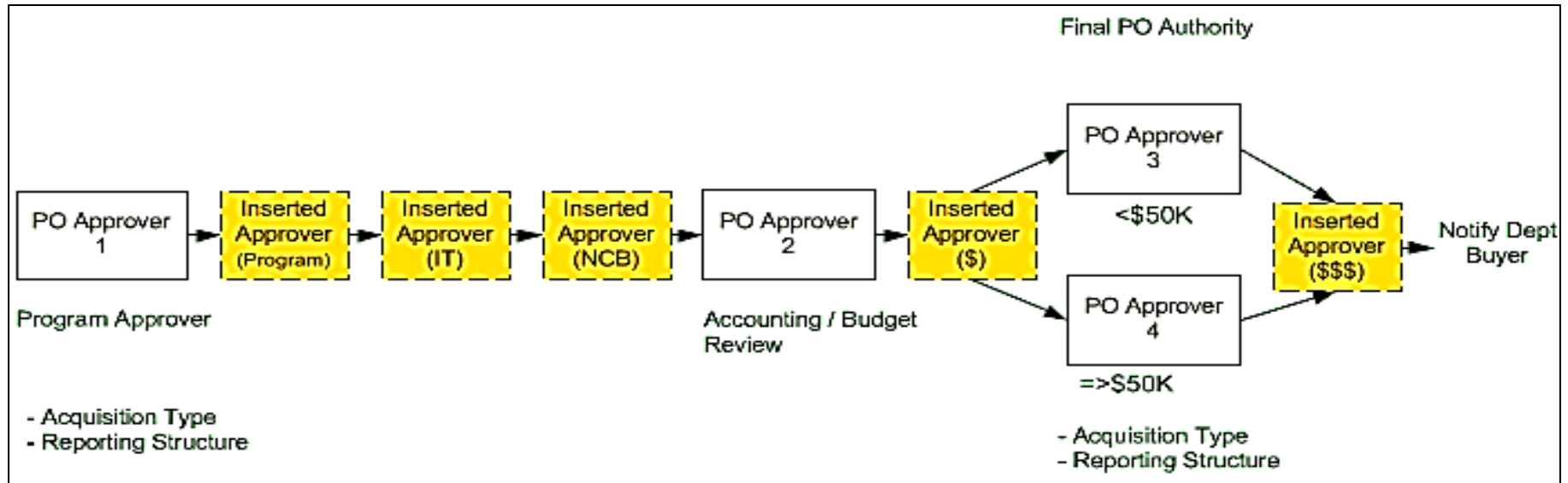
- Only users with the role of Department Buyer or Department PO Processor are allowed to create POs
- Electronic routing and approvals for POs
- Automated budget check/encumbrance

Workflow – Purchase Order



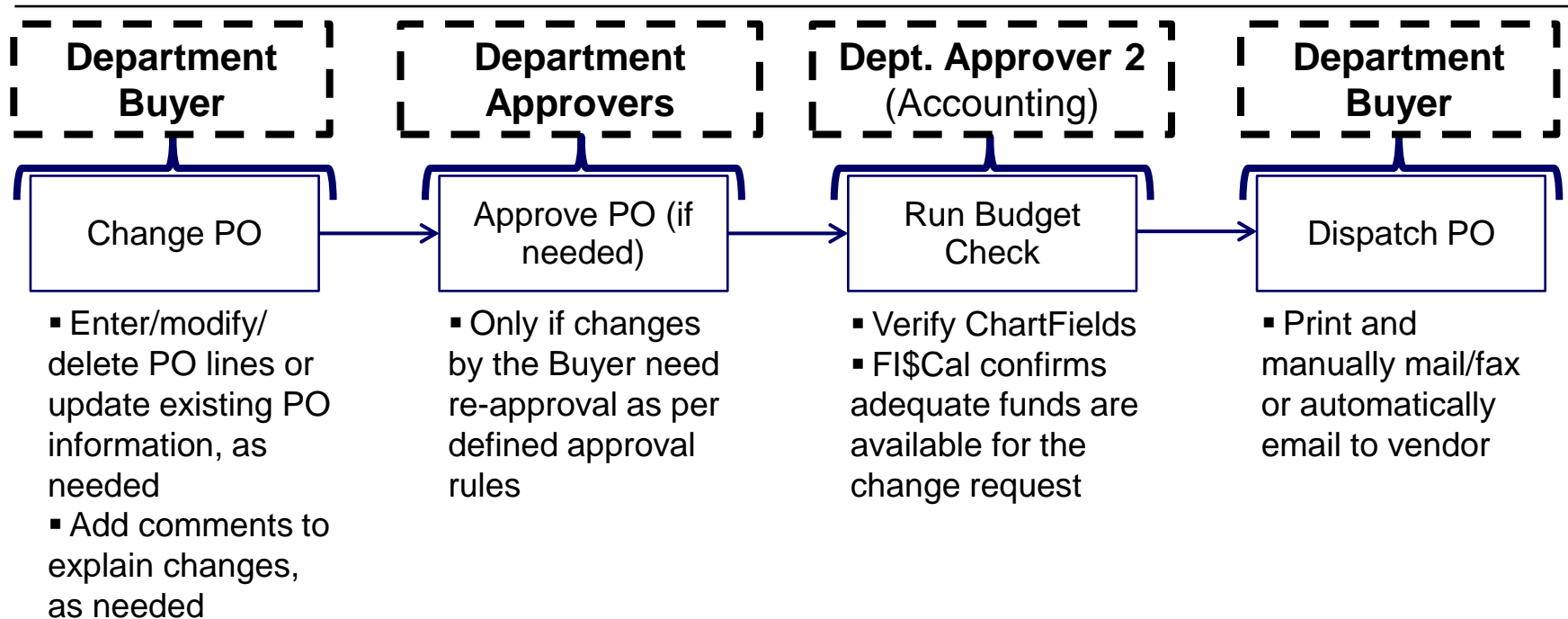
- Additional approvals (dollar thresholds, acquisition type approvals, etc.) will be handled by inserting ad hoc approvers or reviewers
- Either PO Approver 3 or 4 will approve, depending on the amount of the PO

Ad Hoc Workflow – Purchase Order



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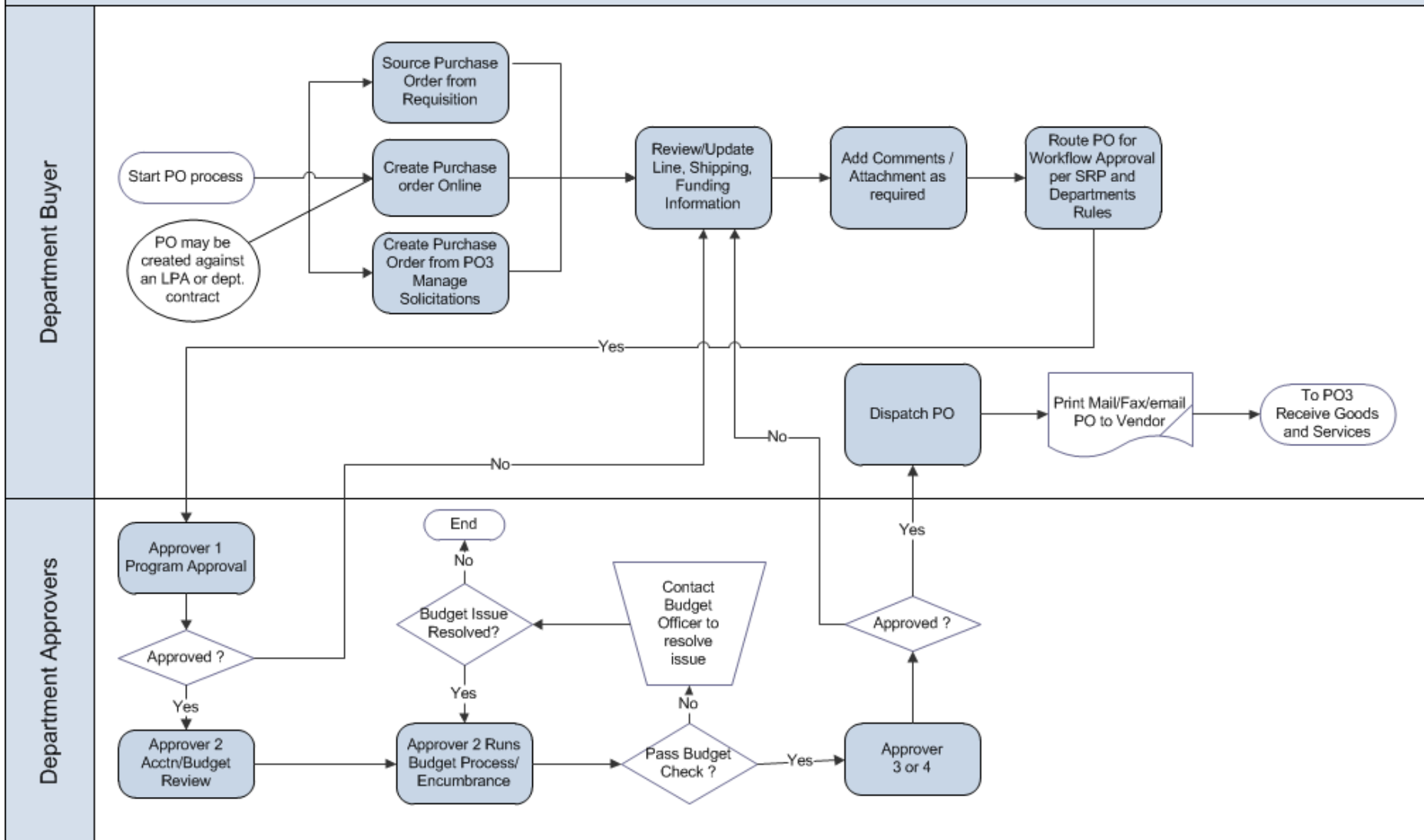
Manage PO Change Order



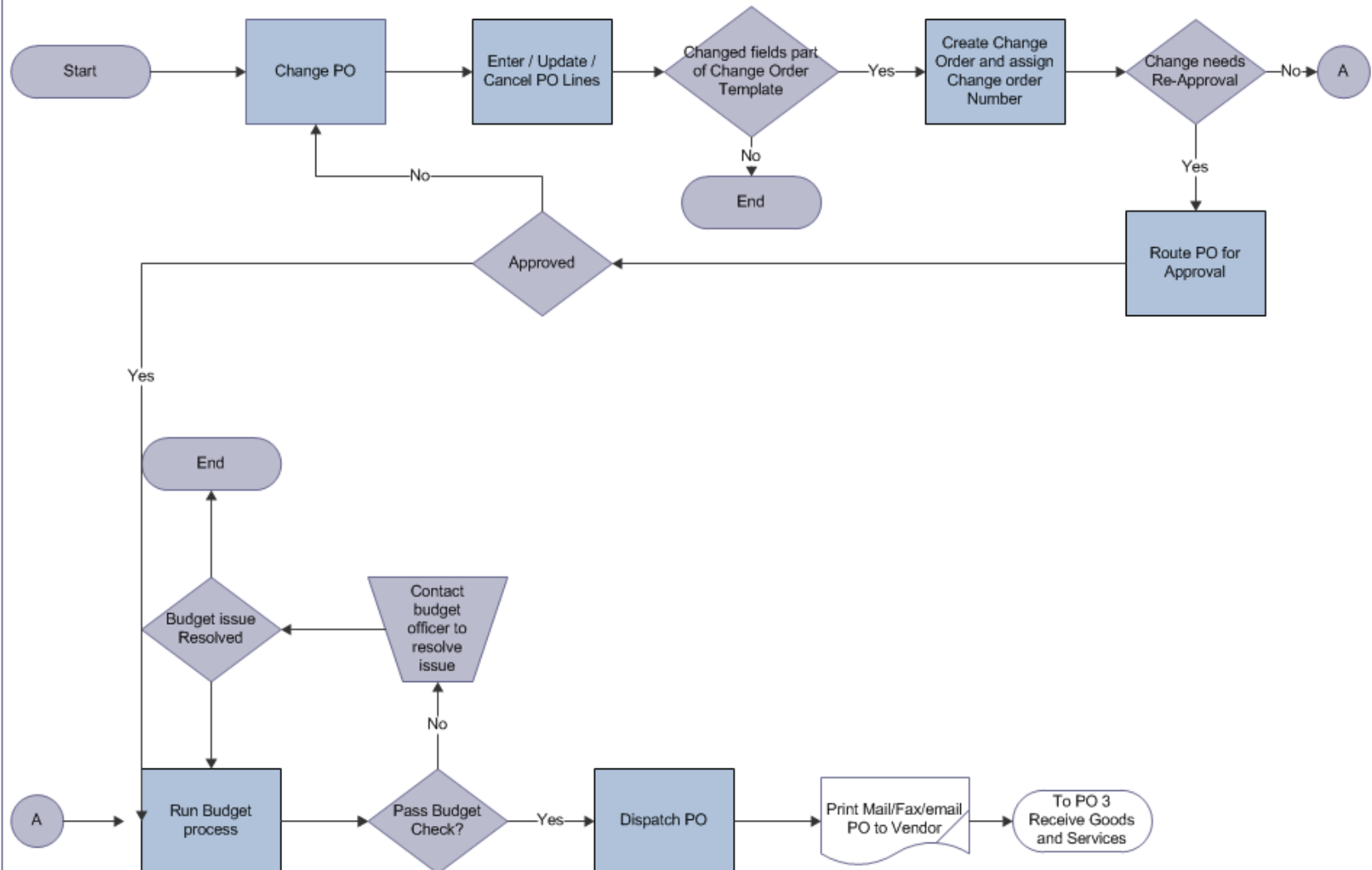
Key Impacts

- PO numbers remain the same following a Change Order because the revision number is incremented and tracked by FI\$Cal
- When a Change Order is triggered, the PO may need to be re-approved

Manage Purchase Order



Manage PO Change Order



Wave 1 Illustration - PO

- Create Purchase Order
- PO Approvals
- PO Budget Check / Encumbrance
- PO Dispatch
- PO Inquiries
 - Document Status
 - PO Activity Summary Dodson
- Direct PO Entry

Wave 1 Illustration – PO Header and Line Page

Header

*PO Date:

04/07/2014

Vendor Search

*Vendor:

ACCENTURE-001

Vendor Details

*Vendor ID:

0000000001

ACCENTURE LLP

*Buyer:

Z_DEPT_PO_BUYER

Department Buyer

PO Reference:

Header Details

Activity Summary

PO Defaults

Document Status

Requisitions

Add Comments

PO Activities

Add ShipTo Comments

SB/DVBE Contracting

Confidential

Doc Tol Status:

Valid

*Acquisition Type:

IT Goods

Acquisition Sub -Type:

*Acquisition Method:

CMAS

Acquisition Sub-Method:

DGS Billing Code:

808099

Receipt Status:

Not Recvd

*Dispatch Method:

Print

Dispatch

Amount Summary

Merchandise:

123,549,999,987,645.00

Freight/Tax/Misc.:

0.00

Calculate

Total Amount:

123,549,999,987,645.00

USD

Encumbrance

9,999,999,999.00

USD

Balance:

Add Items From

Purchasing Kit

Catalog

Item Search

Select Lines To Display

Line:

To:

Retrieve

Lines

Personalize

Find

View All

First

1 of 1

Last

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Items	12355.0000	EA	56101500	9,999,999,999	123,549,999,987,645.00	Pending

View Printable Version

Close Short All Lines

*Go to:

More

Wave 1 Illustration – PO Approval Process Map

View Approvals

Business Unit: 3980

PO ID: 0000000612 [View Printable Version](#)

PO Total: 6,049.45 USD

Vendor ID: 000000002 STAPLES INC

Buyer: Z_DEPT_PO_BUYER

PO Reference:

[Edit PO](#)

PO Status: Dispatched

PO Date: 04/07/2014

Budget Status: Valid

Justification:

No justification entered by buyer.

Review Lines

Review / Edit Approvers

Reporting Structure Approval 1

Purchase Order 0000000612: Approved [View/Hide Comments](#)

Reporting Structure Approval 1

Approved

✓ [Z_DEPT_PO_APPR_A2_R2_1_1](#)

PO Approver 1

04/07/14 - 5:36 AM

Skipped

⚠ [Department Buyer](#)

PO Approver 1

04/07/14 - 5:35 AM

Approved

✓ [Z_DEPT_PO_APPR_A2_R2_2_1](#)

PO Approver 2

04/07/14 - 5:37 AM

Approved

✓ [Z_DEPT_PO_APPR_A2_R2_3_1](#)

PO Approver 3

04/07/14 - 5:38 AM

Comments



[Return to Purchase Order](#)








Wave 1 Illustration – PO Document Status Inquiry




Document Status

Business Unit:	3980	PO ID:	0000000587
Document Date:	04/01/2014	Status:	Dispatched
Currency:	USD	Document Type:	Purchase Order
Buyer:	Department Buyer	Merchandise Amt:	18,300.00
		Budget Status:	Valid

Associated Document

Personalize | Find | View All |   First  1-3 of 3  Last

Documents		Related Info					
Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
3980	Receipt	0000000125	Canceled	04/02/2014	0000000001 	MAIN	
3980	Receipt	0000000126	Received	04/02/2014	0000000001 	MAIN	
3980	Voucher	00000227	Posted	04/02/2014	0000000001 	MAIN	

 Return to Search
  Previous in List
  Next in List

Purchase Order Department Roles

FI\$Cal End-User Role	Responsibilities
Department Buyer	The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch
Department Advanced Buyer	The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch. The user gets additional functions over a regular Department Buyer such as reserving PO numbers in FI\$Cal and reviewing the PO information using Document Status pages.
Department PO Processor	The department end user who creates POs and updates open POs

Purchase Order Department Roles

FI\$Cal End-User Role	Responsibilities
Department PO Approver 1	The department end user who approves department POs. This approval step is intended as a first-level/program approval.
Department PO Approver 2	The department end user who approves department POs. This approval step is intended as a second-level approval and accounting/budget review.
Department PO Approver 3	The department end user who approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders less than \$50K.
Department PO Approver 4	The department end user who approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders greater than or equal to \$50K.

Purchase Order Department Roles

FI\$Cal End-User Role	Responsibilities
PO Ad Hoc Approver	The department or central end user who can be added as part of the PO workflow for approving department POs

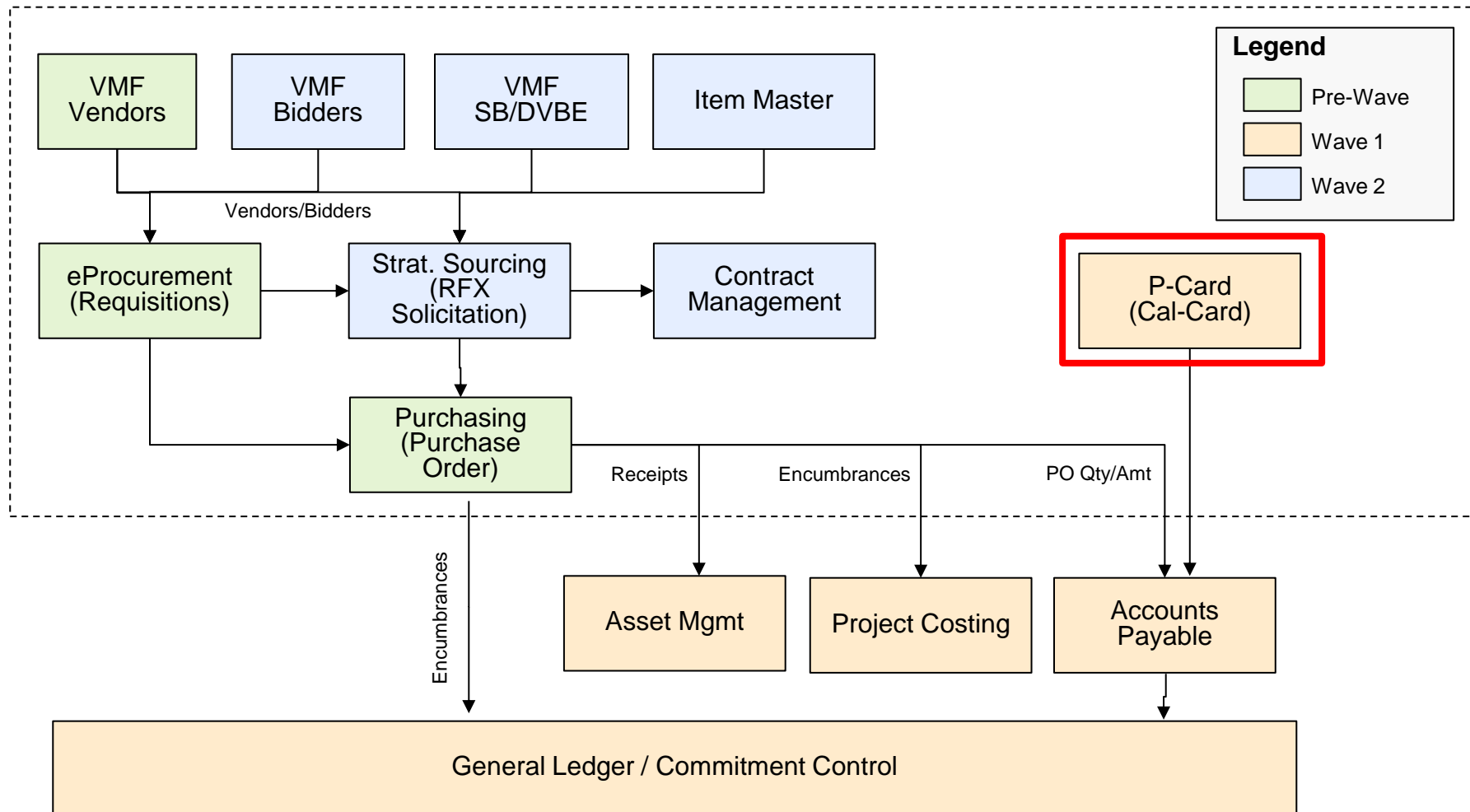
Additional Purchase Order Department Roles

FI\$Cal End-User Role	Description
Department PO Reporter	The department end user who has access to run procurement reports for their department
Department PO Configuration Maintainer	The department end user who maintains procurement configuration items
PO Configuration View Only	The department or central end user who can only view procurement configuration items
PO View Only	The department or central end user who can only view procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions.

Process P-Card Transactions Overview

- The **Procurement Card (P-Card)** Process includes:
 - Creating and administering cardholder profiles
 - Loading, reconciling, and approving P-Card transactions
 - Generating payments to the bank
- Transaction statements will be received from the bank electronically and loaded into FI\$Cal. Reconciliation by cardholders/proxies is performed in FI\$Cal.
- The following are the two main scenarios in which the P-Card is used (per State procurement rules):
 - Requisition/PO created prior to obtaining goods/services via P-Card
 - Directly at Merchant

FI\$Cal Procurement Solution



What is included in P-Cards for Wave 1

Full procurement card functionality will be deployed, including:

- P-Card billing statements interfaced into FI\$Cal on a monthly cycle
- P-Card transaction reconciliation will be done online in FI\$Cal
- Proxy users may be designated to reconcile, approve, or administer profiles on behalf of the cardholder
- Approved transactions will be picked up for payment processing
- If transactions are tied to a PO, the encumbrance is released upon budget check of the voucher payment

What is included in P-Cards for Wave 1

- Procurement information, such as UNSPSC, itemized line description, SB/DVBE, SABRC Recycle, and Acquisition Type and Method, will be entered during P-Card Reconciliation if PO was not created
- Automated notifications will be sent to cardholders/proxies when the bank statements are loaded and ready for reconciliation, and for unreconciled transactions after the deadline

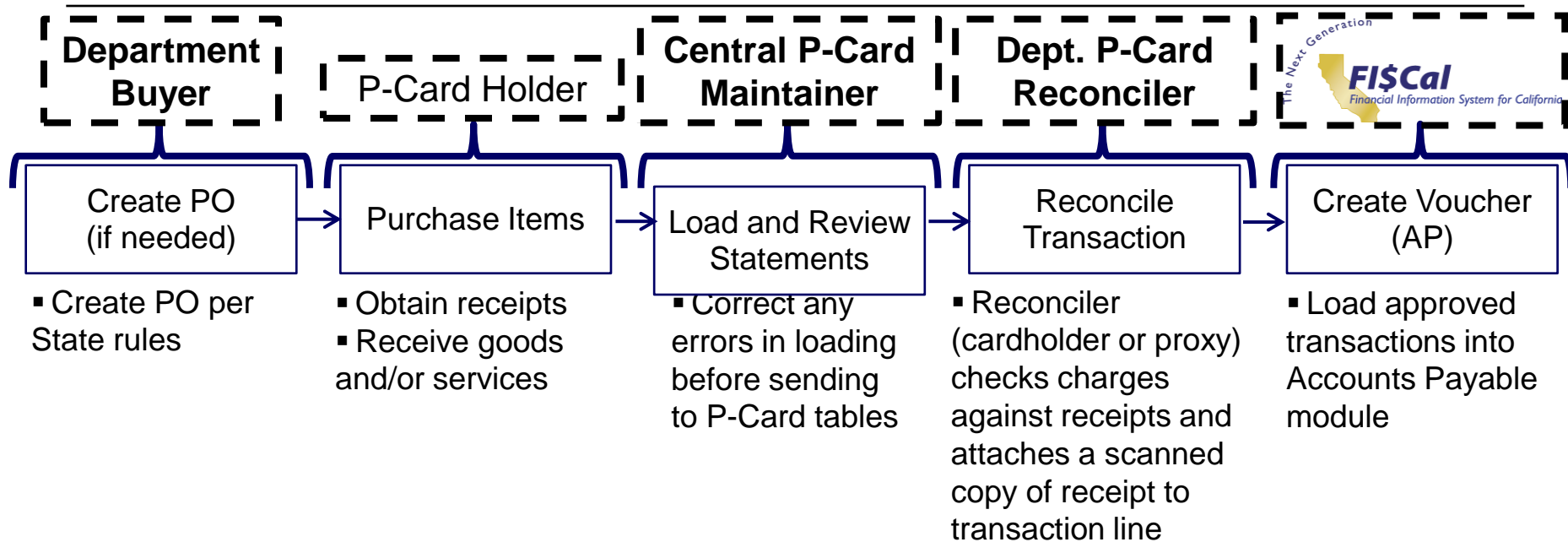
What is included in P-Cards for Wave 2

- P-Card Functionality Deployed in Wave 2; This feature will be part of the Wave 2 BPW
 - Administration of P-Card accounts will be decentralized to the departments

P-Card Key Terms

Term	Definition
P-Card	A payment mechanism (Visa payment card) that can be used in conjunction with a department's delegated purchasing authority. Referred to currently as CAL-Card. The P-Card procurement mechanism can be used with or without a PO, following State rules.
Lines	Individual transaction lines from the P-Card statement to be reconciled and approved within FI\$Cal
Reconciliation	The task of checking validity of Bank P-Card charges, comparing and attaching scanned receipt, entering procurement information (UNSPSC code, vendor, etc.)
Proxy	A user designated to perform online reconciliation on behalf of a cardholder, and approve and/or review a cardholder's P-Card transactions

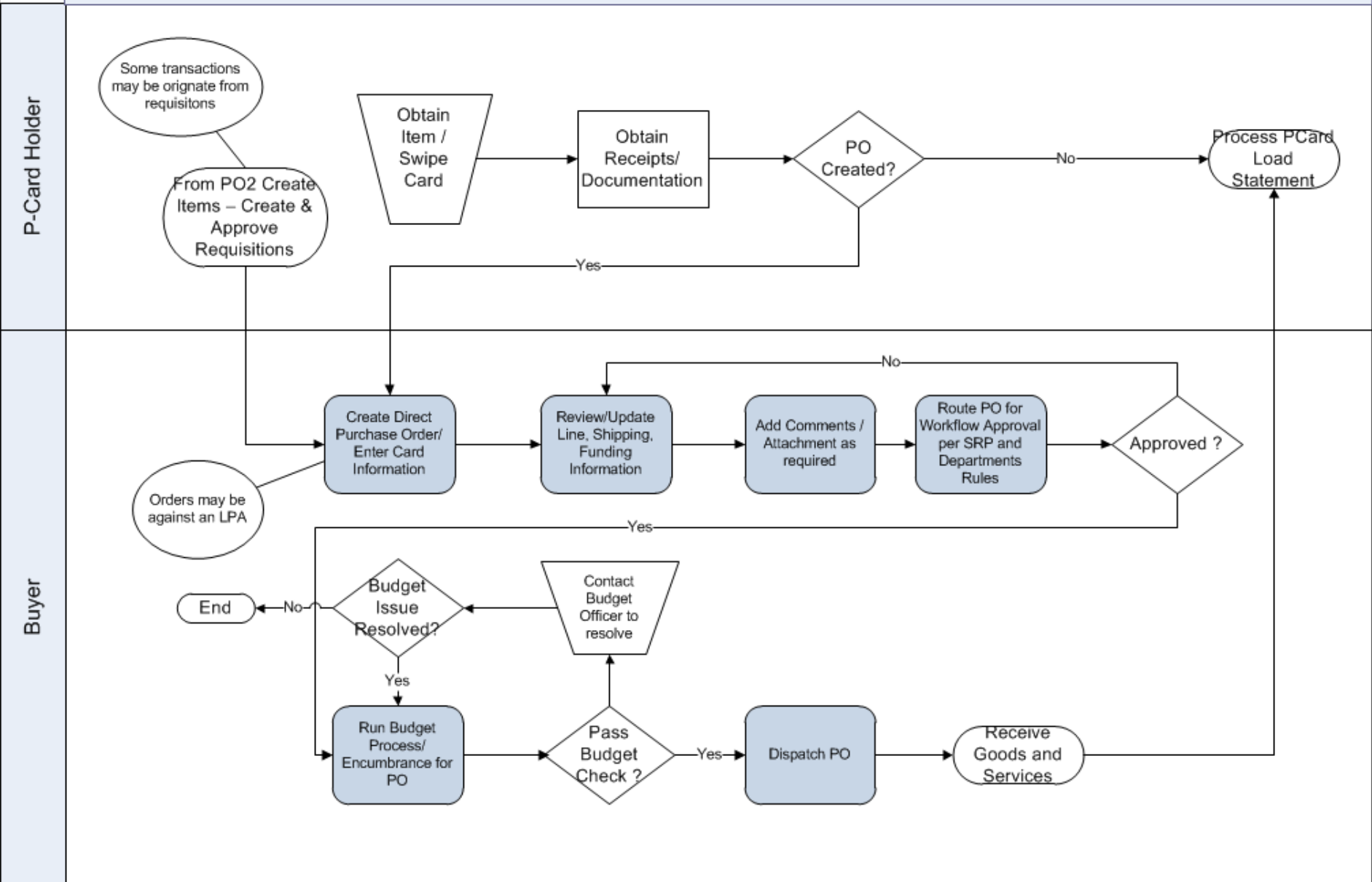
Process P-Card Transactions



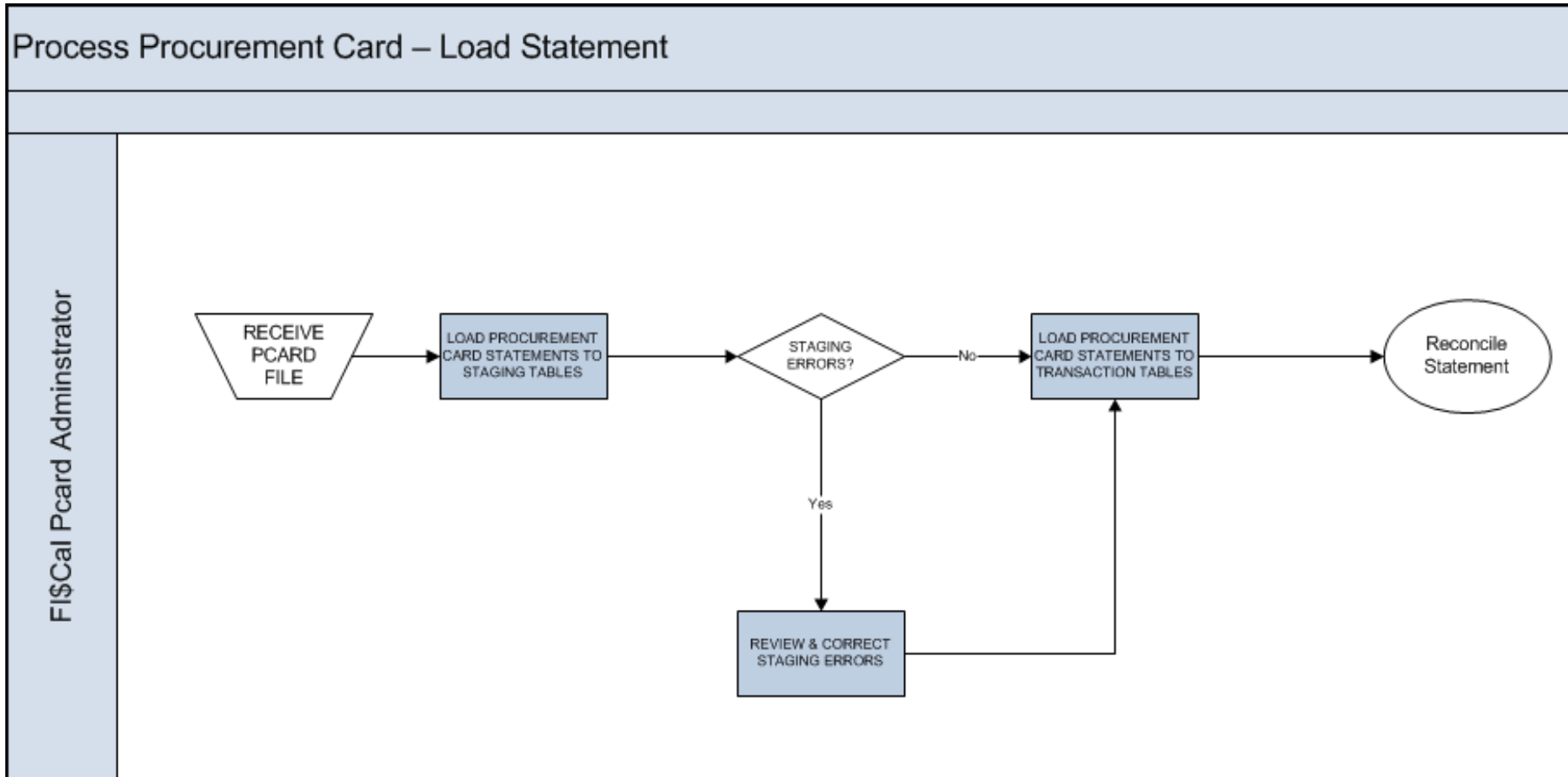
Key Impacts

- Bank Statements will be loaded and P-Card reconciliation will be performed in FI\$Cal
- Reconciliation includes adding UNSPSC code, acquisition method type, SABRC recycle, EPP compliance, and identifying the vendor (including SB/DVBE participation) if a PO was not created
- Reconciled and approved transactions are pushed to AP for payment processing

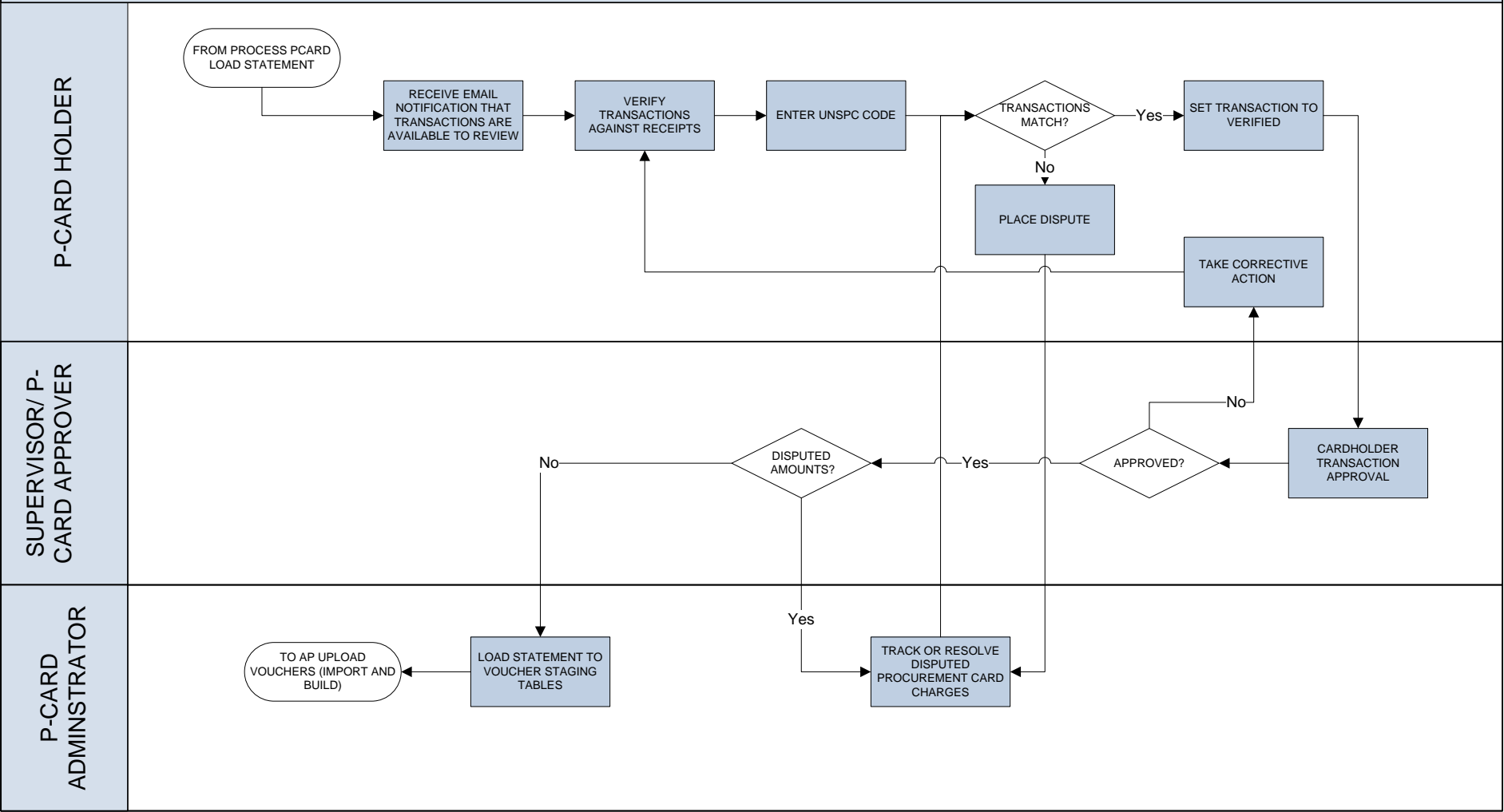
Process P-Card Transactions – Use P-Card



Process Procurement Card – Load Statement



Procurement Card Reconcile Transactions



Wave 1 Illustration P-Card

Transaction Reconciliation

- Reconcile
 - ☐ Enter Procurement Information (Acquisition Type/Method, SB/DVBE, UNSPSC Code, Recycle Category, etc.)
 - ☐ Attach Receipt
 - ☐ Dispute a Charge
 - ☐ Split Line
 - ☐ Set to Verified
- Approve Transactions

Wave 1 Illustration P-Card

Reconcile Statement

Procurement Card Transactions

☐ Run Budget Validation on Save

Bank Statement

Personalize | Find | View All | First 1-9 of 17 Last

Transaction Billing

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1	<input checked="" type="checkbox"/> Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Staged	-2,101.16	USD	
2	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Staged	-890.00	USD	
3	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	05/12/2005	APPLETON PAPERS INC.	Staged	67,269.31	USD	
4	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Staged	0.02	USD	
5	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	05/12/2005	APPLETON PAPERS INC.	Staged	67,269.31	USD	
6	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Verified	-2,101.16	USD	
7	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	05/12/2005	APPLETON PAPERS INC.	Verified	67,269.31	USD	
8	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Verified	-890.00	USD	
9	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	05/12/2005	APPLETON PAPERS INC.	Verified	67,269.31	USD	

☒ Select All
☐ Clear All
Stage
Verify
Validate Budget

Wave 1 Illustration P-Card

Purchase Order

*Business Unit:
3980

PO ID:

PO Line:

PO Sched:

Vendor ID:
0000000011

Location:
SOMEPLACE

Ship To:

Item ID:

Category:
81111507

Vendor Item:

*Quantity:
1.0000

*UOM:
EA

Unit Price:
67,269.31000

Original PO:
N

Safeway

someplace description

ERP or database applications programming serv

Transaction Amount:
672

☒ Bill Includes Tax if Applied

☒ Tax Paid

[Sales/Use Tax](#)
[Category Search](#)
[View Hierarchy](#)
[PO P](#)




OK
Cancel
Refresh

Wave 1 Illustration P-Card

Split Transaction

Line: 3
Trans Date: 05/12/2005 **Billing Amount:** 67,269.31 USD
Posted Date: 05/15/2005 **Reference:**
Merchant: APPLETON PAPERS INC.
Description: 90353588/90353621

Split Rules

[Personalize](#) | [Find](#) | [View All](#) |  |  First  1-3 of

Description▼	Transaction Amount	Billing Amount	Percentage
90353588/90353621	67269.31	67,269.31	100.000000
90353588/90353621 - 2			
90353588/90353621 - 3			

OK

Cancel

P-Card Department Roles

FI\$Cal End-User Role	Description
Department P-Card Req User	The department end user who can assign P-Card as a recommended payment mechanism on a requisition
Department P-Card PO User	The department end user who reviews P-Card requisition and determines if P-card is the appropriate payment mechanism for a PO
Department P-Card Reconciler	The department end user who reconciles P-Card transactions and updates distributions. This user can be the cardholder or a proxy user who reconciles on behalf of the cardholder.
Department P-Card Approver	The department end user who reviews and approves P-card transaction lines that have been verified by the card holder/reconciler
Department P-Card Reviewer	The department end user who reviews P-Card statements and accesses P-Card reports for the department

Receiving Overview

- The **Receive Goods and/or Services** process records the receipt of goods and/or services by the State and verifies conformance to shipping documents and PO requirements
- Reject quantities, reject reason and disposition are recorded in the system for full traceability
- Full receipt or partial receipt(s) may be performed
- Receiving may be performed in dollars (amount) rather than quantity commonly used in Services POs
- This includes the following sub-processes:
 - **Create Receipt**
 - **Inspection**
 - **Create Return to Vendor (RTV)**

What is included in Receipts for Wave 1

- Receipts and RTVs will be entered in FI\$Cal
- Asset Management will be integrated with receiving in FI\$Cal
- Receiving/Inspection will be integrated with the Accounts Payable module of FI\$Cal for automated matching between:
 - ☐ PO
 - ☐ Voucher
 - ☐ Receipt
 - ☐ Inspection

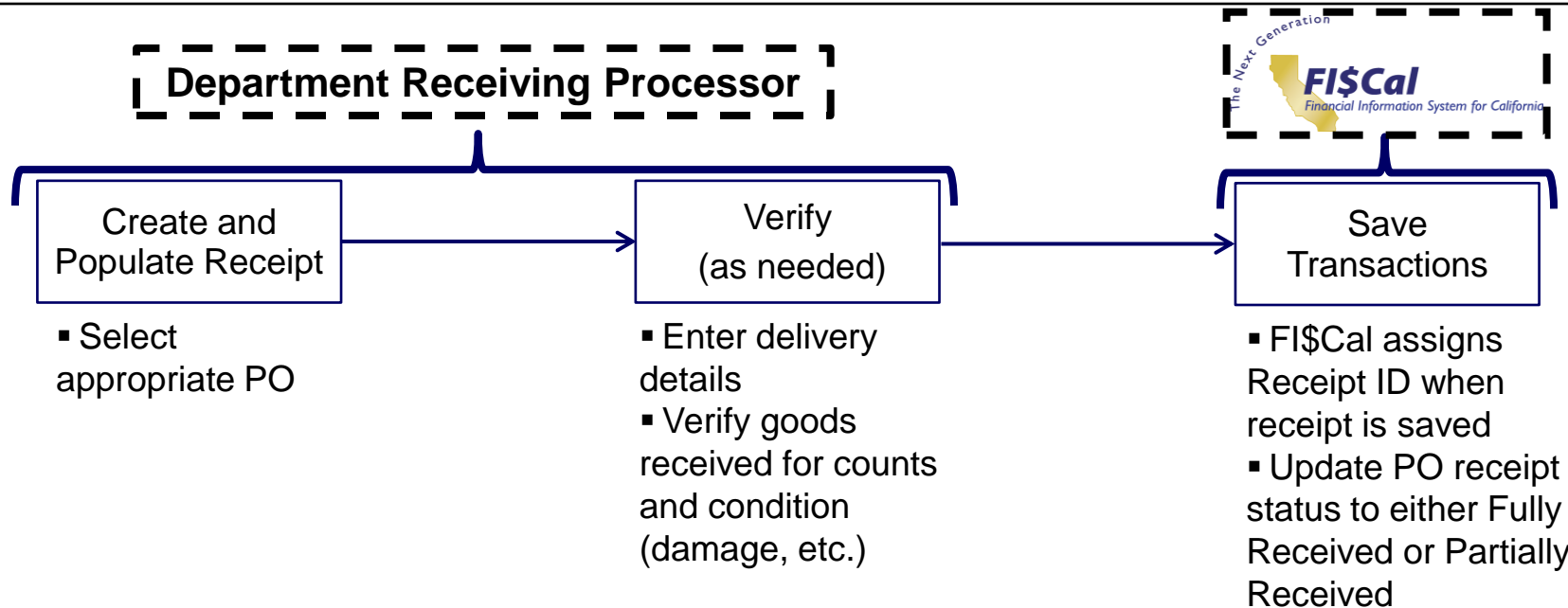
What is included in Receipts for Wave 2

- Added Functionality Implemented in Wave 2; This features will not be part of the Wave 2 Solution BPW
 - Bar Code Scanning during Receiving

Receiving Key Terms

Term	Definition
Receiving	The act of taking possession of goods or services in order to stage them for inspection, place them into inventory, or deploy them for immediate use
Inspecting	The act of examining products that have been delivered to determine conformance to the purchase specifications. Performing required “acceptance testing” on goods or services received as a condition for authorizing payments for the purchase
Acceptance	Acknowledging that the products and/or services conform to the requirements of the PO so that the vendor may be paid
Return to Vendor (RTV)	The process of returning goods and/or services that have been received and subsequently found unacceptable

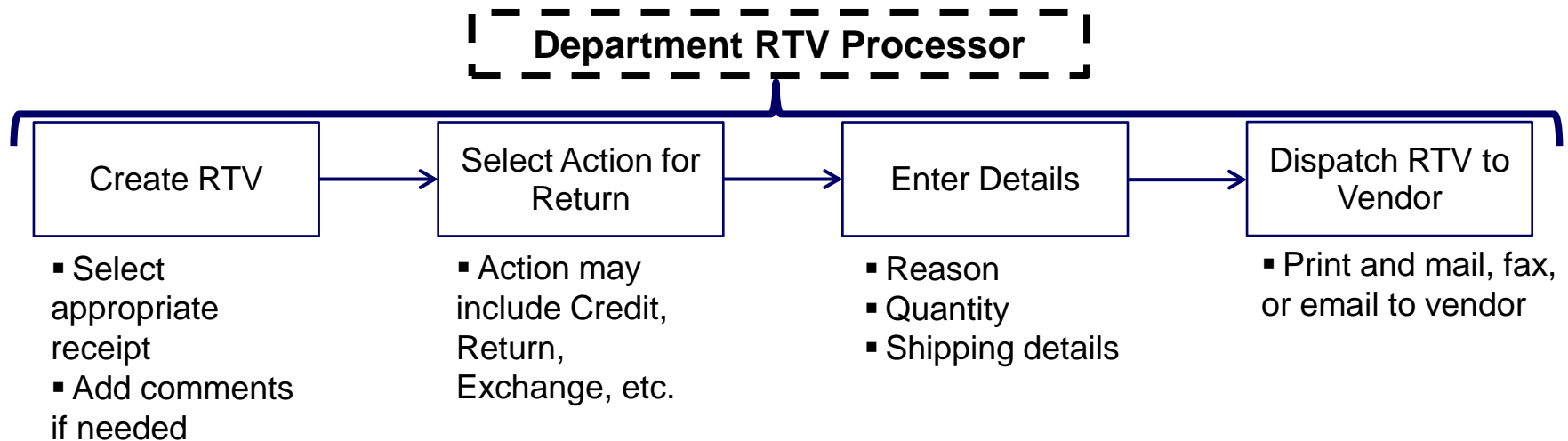
Create Receipt



Key Impacts

- Receipt delivery, accrual, summary, ship-to, and account details are captured in FI\$Cal
- Blind receiving will be implemented
- Automated update of PO status when goods/services are received

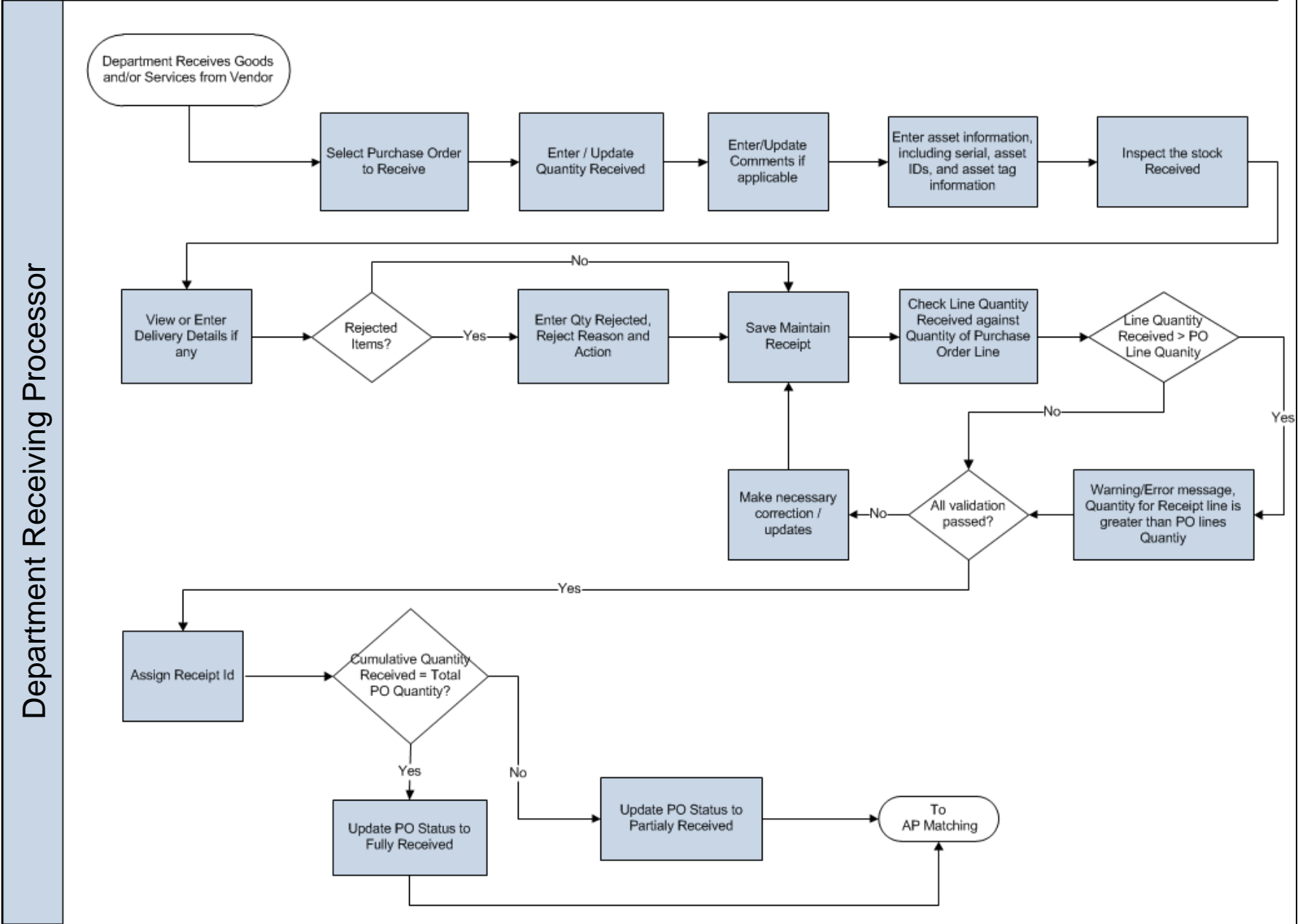
Create Return to Vendor (RTV)



Key Impacts

- RTV instructions and reason codes are incorporated in creating an RTV
- A query is available to view overshipments

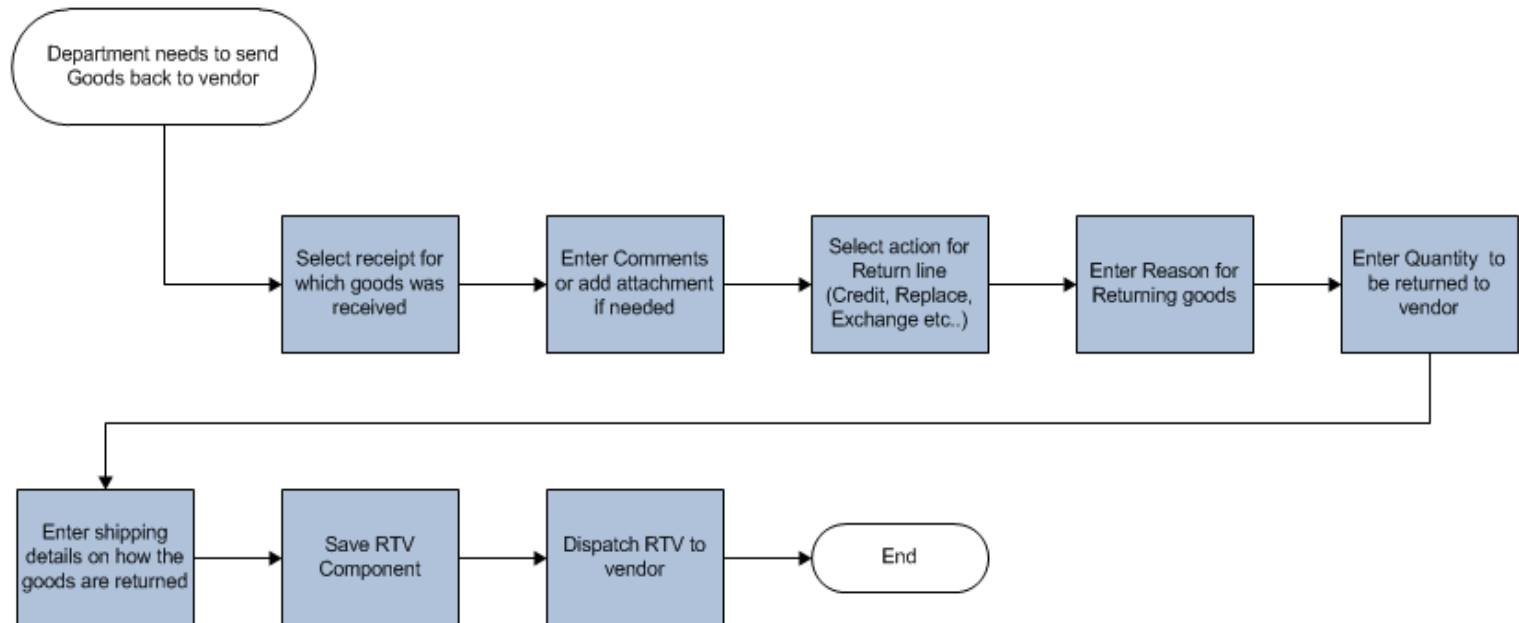
Create and Manage Receipt



Create and Dispatch RTV

Create and Dispatch RTV

Department RTV Processor



Wave 1 Illustration - Receipts


Receipt Transactions

- Full Receipt
- Partial Receipt
- Reject Damaged Goods
- Receive Amounts (Service Orders)

Wave 1 Illustration – Main Receipts Page

Maintain Receipts

Receiving



Business Unit: 3980 Receipt Status: Fully Received 









Receipt ID: 0000000124 Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All |   First 1-2 of 2 Last

Line▲	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	 00000000000000000001	Printing & Writing Papers - Le	2.0000	 EA	10.00000	2.0000	Received	14000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA 	
2	 00000000000000000002	Printing & Writing Papers - 30	4.0000	 EA	10.00000	4.0000	Received	14000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA 	

☐ Interface Receipt ☐ Run Close Short Interface Asset Information

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Sample Receipt Transactions

- Full and Partial Receipt, . Reject Damaged Goods, Receive Amounts (Service Orders)

Wave 1 Illustration - Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 3980 Status: Received
 Receipt ID: 0000000116 Item: good
 Receipt Line: 1 Standard UOM: EA
 Next Asset ID

Distribution Information Find | View All First 1 of 1 Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: 3980 CAP Sequence:
 Profile ID: AGRI_EQUIP Employee ID:
 CAP #: Distributed Quantity: 2.0000
 Cost Type: Merchandise Amount: 20.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
☐ Overwrite existing numbers Apply

Asset Details Personalize | Find | View All First 1 of 1 Last

Asset Information More Details TEST

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	3980	Open	2.0000			NEXT			AGRI_EQUIP

- Entering Asset Information during Receiving (e.g. Asset ID, Tag Number)

Receiving Department Roles

FI\$Cal End-User Role	Responsibilities
Department Receiving Processor	The department end user who manages the receipt of goods and services
Department Receiving Inspector	The department end user who enters receiving inspection results, including acceptance testing
Department RTV Processor	The department end user who enters a Return To Vendor (RTV) transaction

Technology Considerations – Conversions

Conversion	Definition
Open Purchase Orders	<p>Purchase Orders in FI\$Cal are the mechanism for encumbrance; therefore both Contract and Purchase Order encumbrance information will need to be converted</p> <ul style="list-style-type: none"> • Purchase Orders or Contracts with funds encumbered in FY 14/15 and dispatched to the vendor, and • Goods and services not yet received and not yet paid • Convert only the balance/quantity of goods and services not yet received; not necessarily the entire Purchase Order or Contract
Vendor Conversion	Vendors utilized by Wave 1 departments were converted in the FI\$Cal Vendor Management File (VMF)

Technology Considerations – Interfaces

Interface	Definition
Outbound EDD Independent Contractor	This Outbound interface will list independent contractors with over \$600 transactions from two sources - Dispatched PO and Voucher/Payments (currently reported using Form DE 542 for non-CALSTARS departments)

Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI\$Cal CMO Department Readiness Coordinator
- Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
 - Role Mapping Working Session – November 2014
 - Change Workshop – February 2015

Role Mapping Working Session

- 2-hour facilitation session Intended for Wave 1 and Wave 2 Department Implementation Team (DIT) members
- FI\$Cal will provide DITs with detailed instructions on how to fill out the Role Mapping Tool for their department
 - “Do’s and Don’ts” of the Role Mapping Template
 - To take place at:

FI\$Cal Project site
2000 Evergreen Street
Jade Auditorium
Thursday, November 6, 2014
9:00 a.m. – 11:00 a.m.

*Remote Dial-In will be available to those geographically dispersed

Purchasing Change Impact Activity

- Description:

- ☐ FI\$Cal walk through one example change impact
- ☐ At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
- ☐ Document **three impacts** in your BPW Change Impact Tool

- Roles:

- ☐ **Facilitator** – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
- ☐ **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool

- Time:

- ☐ You will have 30 minutes for this activity.

Question and Answer



FI\$Cal Project Information:

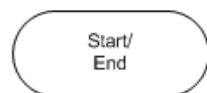
<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

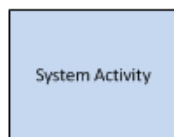
Guide to Symbols in Flows



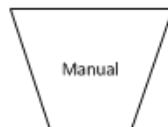
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



System Task - Represents an individual step or activity in FI\$Cal.



Manual Task - Represents an individual step or activity in the process that is made out of FI\$Cal.



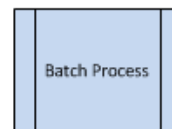
Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.



Interface - Data conversion from one electronic system to another.



Batch Process - Represents a batch process within FI\$Cal.



Flow Arrow



Intra Integration Process - A input or Output to some other process within the same capability



Output Documents - An electronic document that is created by the process and can be printed (for example - any kind of report).

ChartField / UCM Codes Cross-reference

